USER MANUAL

smartATTENDANCE (V1.0.0.0)

RELEASE DATE:31-12-2014

Disclaimer

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smartATTENDANCE User Manual : Version : V1.0.0.0

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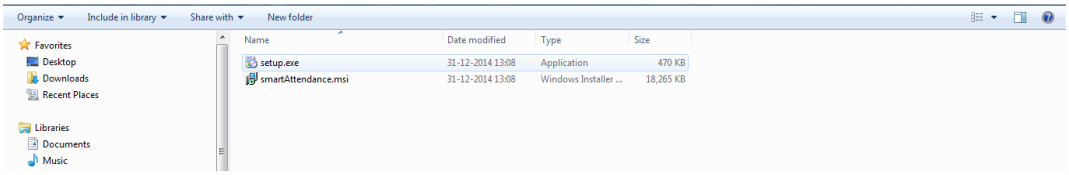
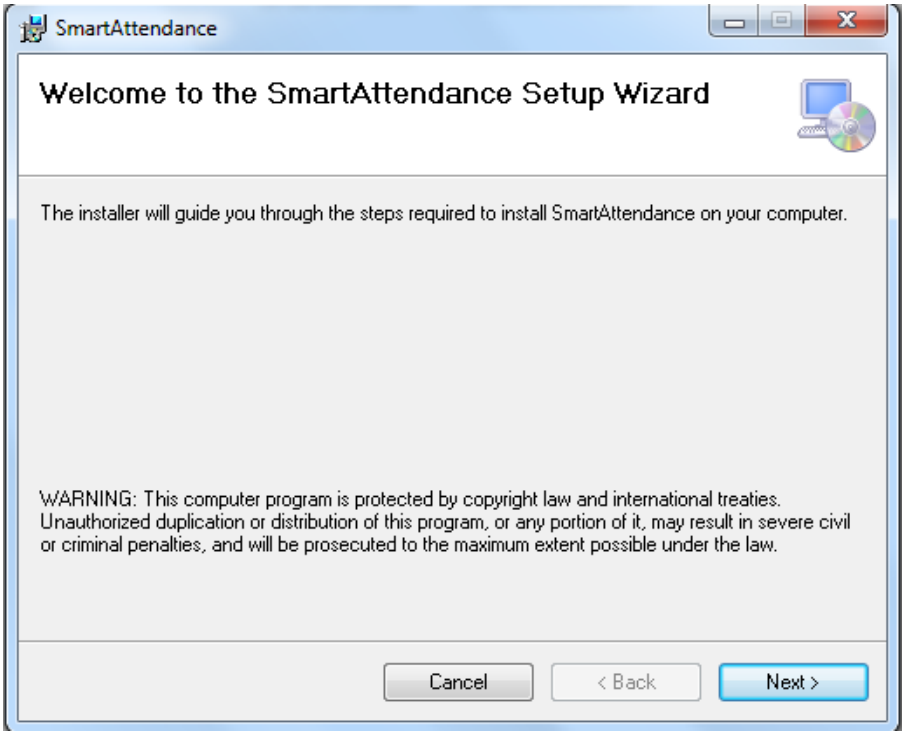
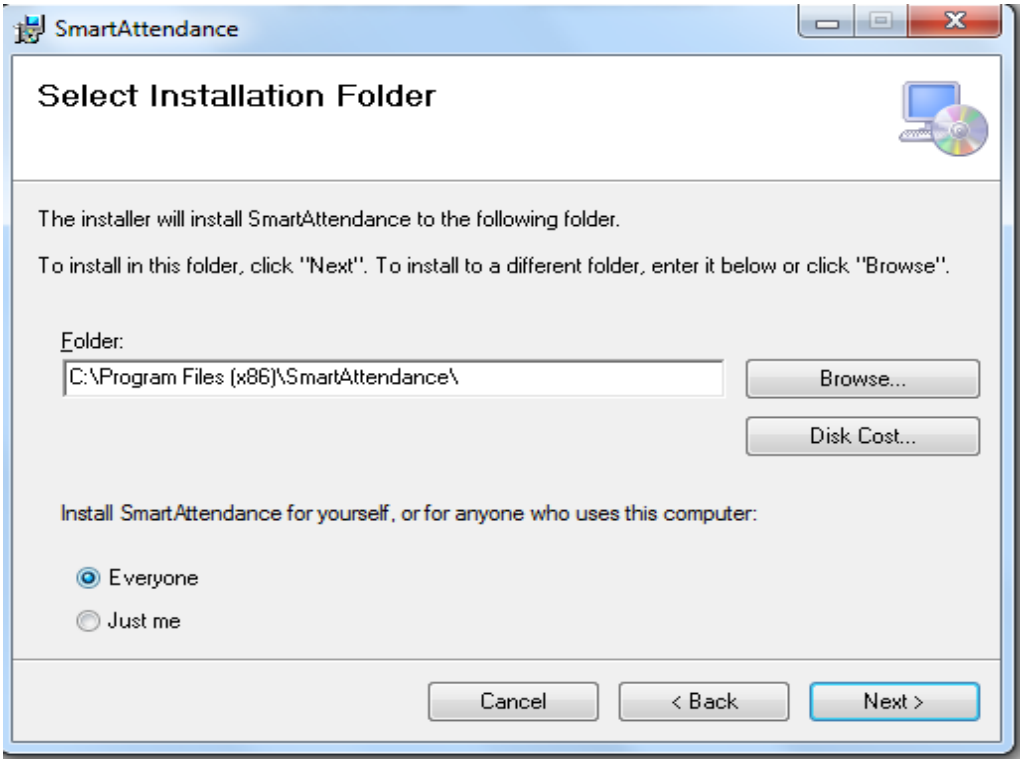
A. Installation Guidance:

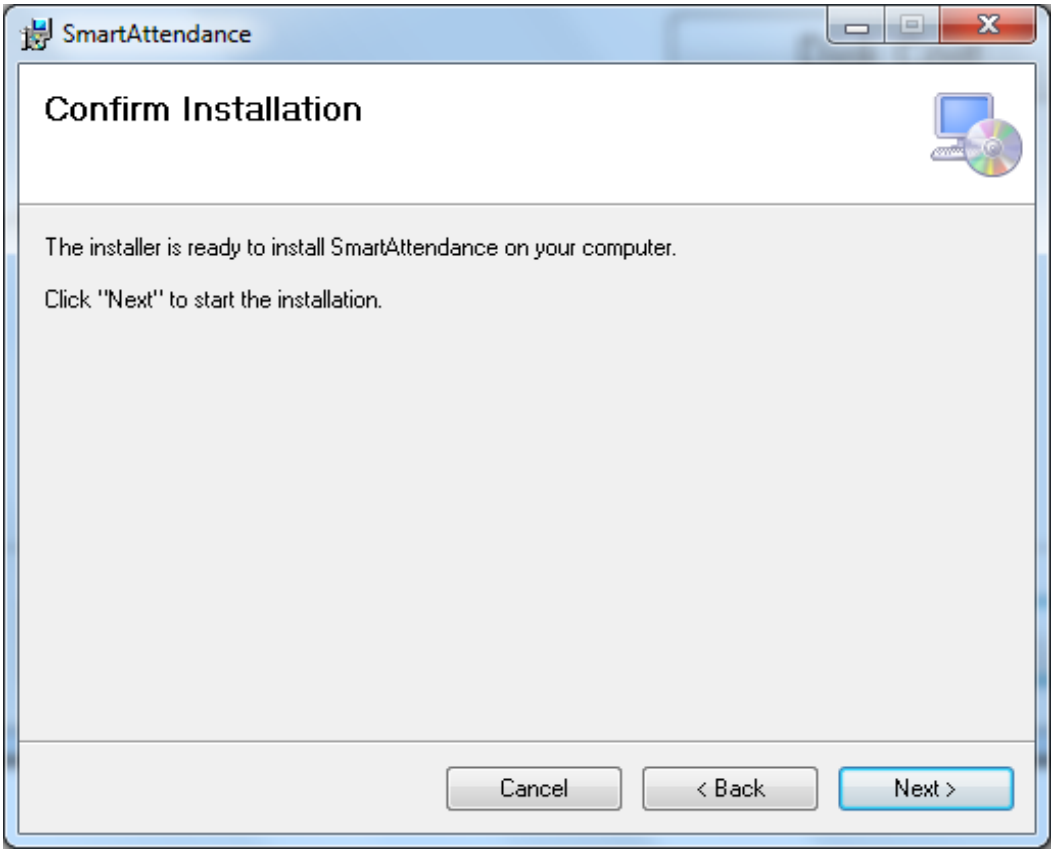


Double click on EXE file

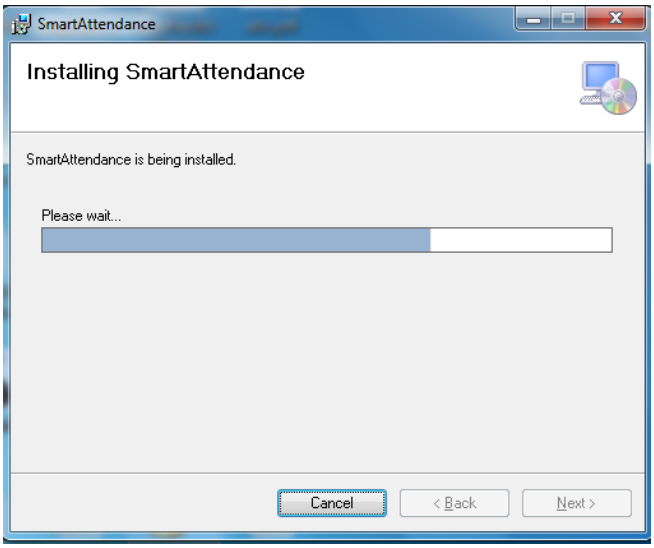

SmartAttendance
Welcome to the SmartAttendance Setup Wizard
The installer will guide you through the steps required to install SmartAttendance on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel
< Back
Next >

Click on Next and Select Everyone

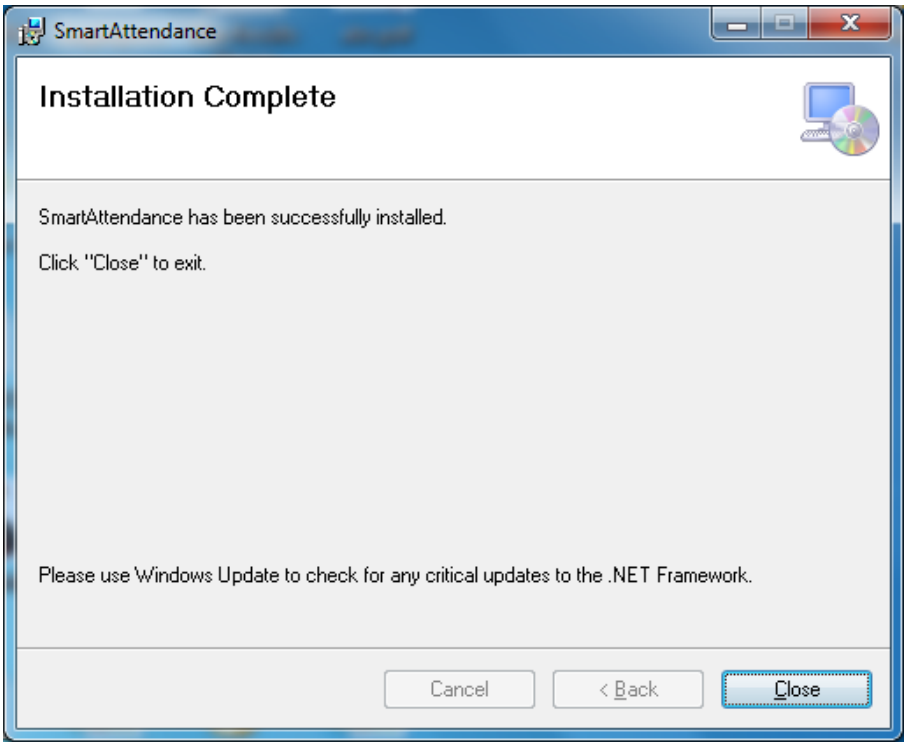

SmartAttendance
Select Installation Folder
The installer will install SmartAttendance to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files (x86)\SmartAttendance\
Browse...
Disk Cost...
Install SmartAttendance for yourself, or for anyone who uses this computer:
Everyone
Just me
Cancel
< Back
Next >


SmartAttendance
Confirm Installation
The installer is ready to install SmartAttendance on your computer.
Click "Next" to start the installation.
Cancel
< Back
Next >

Click on Next Option

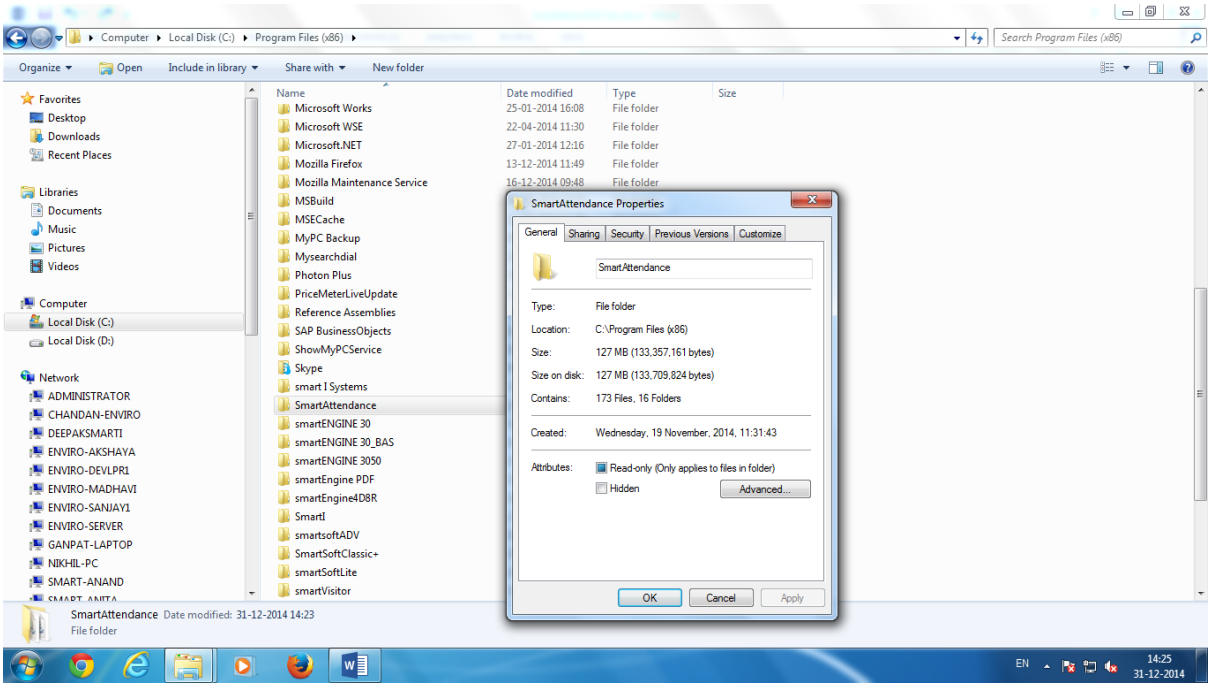


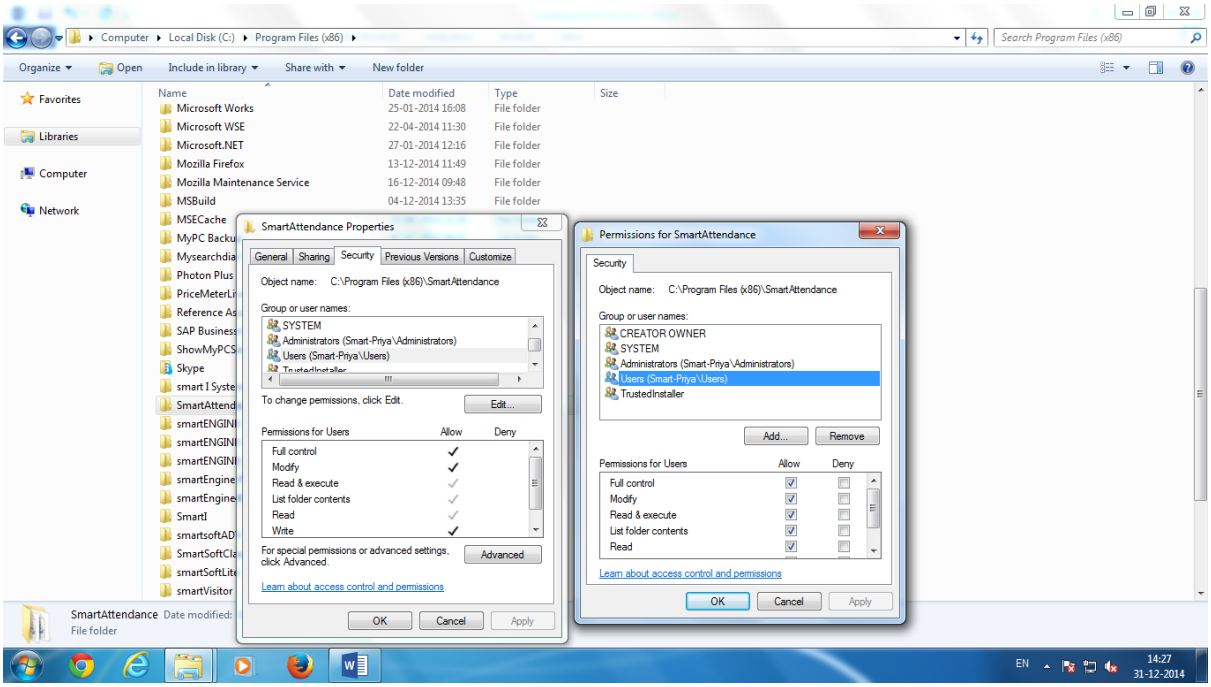
Once The Installation done system will give alert as Installation Completed



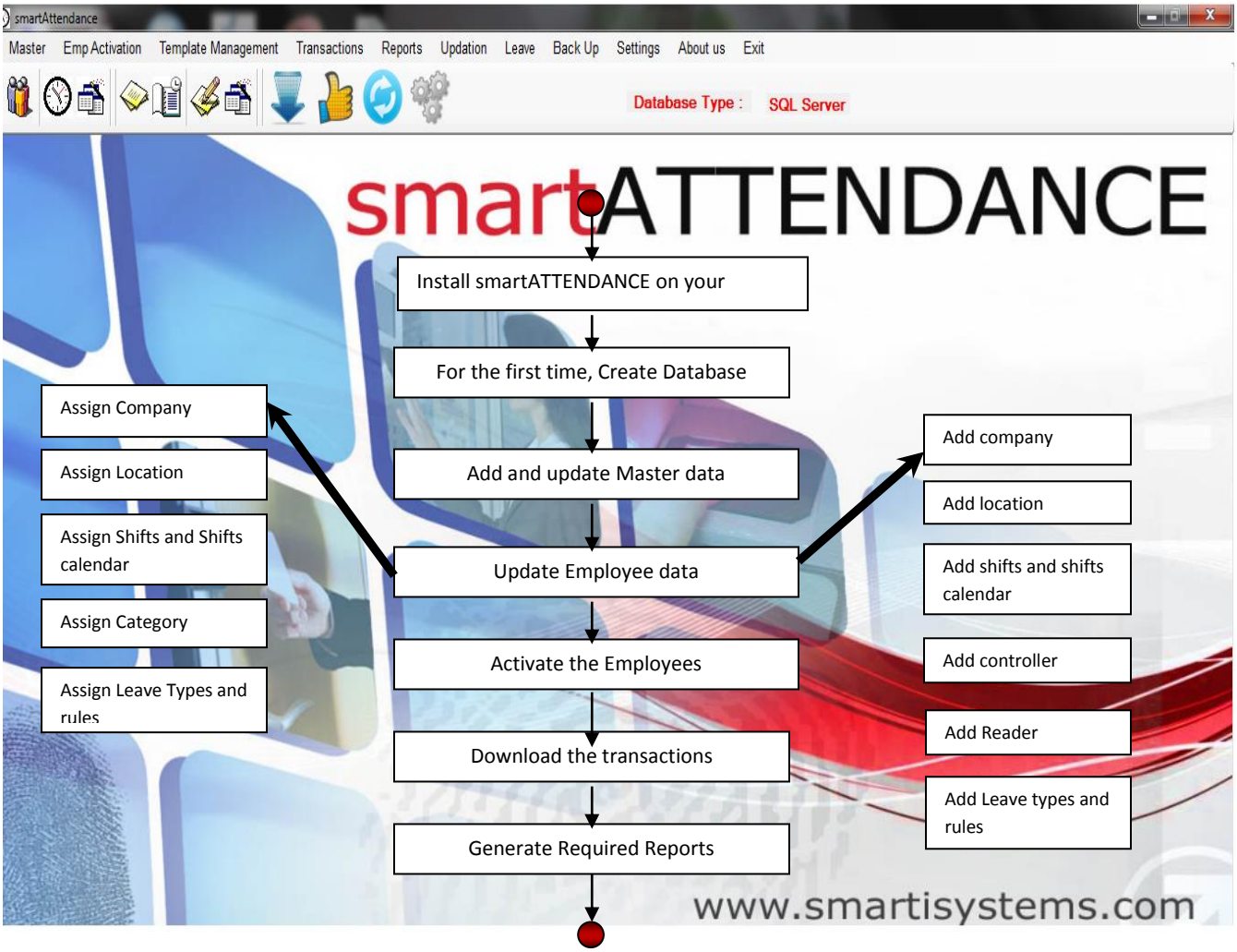
Once Done with Installation Go to C:\Program Files (x86) search For SmartAttendance Folder

And Right Click on it and Select Properties Go to Security tab Give Full Rights to User


Computer ▸ Local Disk (C:) ▸ Program Files (x86) ▸
Search Program Files (x86)
Organize
Open
Include in library
Share with
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Local Disk (D:)
Network
ADMINISTRATOR
CHANDAN-ENVIRO
DEEPAKSMARTI
ENVIRO-AKSHAYA
ENVIRO-DEVLPR1
ENVIRO-MADHAVI
ENVIRO-SANJAY1
ENVIRO-SERVER
GANPAT-LAPTOP
NIKHIL-PC
SMART-ANAND
Name
Date modified
Type
Size
Microsoft Works 25-01-2014 16:08 File folder
Microsoft WSE 22-04-2014 11:30 File folder
Microsoft.NET 27-01-2014 12:16 File folder
Mozilla Firefox 13-12-2014 11:49 File folder
Mozilla Maintenance Service 16-12-2014 09:48 File folder
MSBuild
MSECache
MyPC Backup
Mysearchdial
Photon Plus
PriceMeterLiveUpdate
Reference Assemblies
SAP BusinessObjects
ShowMyPCService
Skype
smart I Systems
SmartAttendance
smartENGINE 30
smartENGINE 30_BAS
smartENGINE 3050
smartEngine PDF
smartEngine4D8R
SmartI
smartsoftADV
SmartSoftClassic+
smartSoftLite
smartVisitor
SmartAttendance Properties
General
Sharing
Security
Previous Versions
Customize
SmartAttendance
Type: File folder
Location: C:\Program Files (x86)
Size: 127 MB (133,357,161 bytes)
Size on disk: 127 MB (133,709,824 bytes)
Contains: 173 Files, 16 Folders
Created: Wednesday, 19 November, 2014, 11:31:43
Attributes: Read-only (Only applies to files in folder)
Hidden
Advanced...
OK
Cancel
Apply
SmartAttendance Date modified: 31-12-2014 14:23
File folder
EN
14:25
31-12-2014


Computer ▸ Local Disk (C:) ▸ Program Files (x86) ▸
Search Program Files (x86)
Organize
Open
Include in library
Share with
New folder
Favorites
Libraries
Computer
Network
SmartAttendance Properties
General
Sharing
Security
Previous Versions
Customize
Object name: C:\Program Files (x86)\SmartAttendance
Group or user names:
SYSTEM
Administrators (Smart-Priya\Administrators)
Users (Smart-Priya\Users)
To change permissions, click Edit.
Edit...
Permissions for Users
Allow
Deny
Full control
Modify
Read & execute
List folder contents
Read
Write
For special permissions or advanced settings, click Advanced.
Advanced
Learn about access control and permissions
OK
Cancel
Apply
Permissions for SmartAttendance
Security
Object name: C:\Program Files (x86)\SmartAttendance
Group or user names:
CREATOR OWNER
SYSTEM
Administrators (Smart-Priya\Administrators)
Users (Smart-Priya\Users)
TrustedInstaller
Add...
Remove
Permissions for Users
Allow
Deny
Full control
Modify
Read & execute
List folder contents
Read
Learn about access control and permissions
OK
Cancel
Apply
SmartAttendance Date modified:
File folder
EN
14:27
31-12-2014

1. How to Use smartATTENDANCE:



2. How to create Database:

When you have freshly installed this application, you will have to create the Database. To do so follow the steps below:-

Double click on the smartATTENDANCE icon which has now appeared on your desktop

In the Login block, click “Show Settings”. You will get two options.

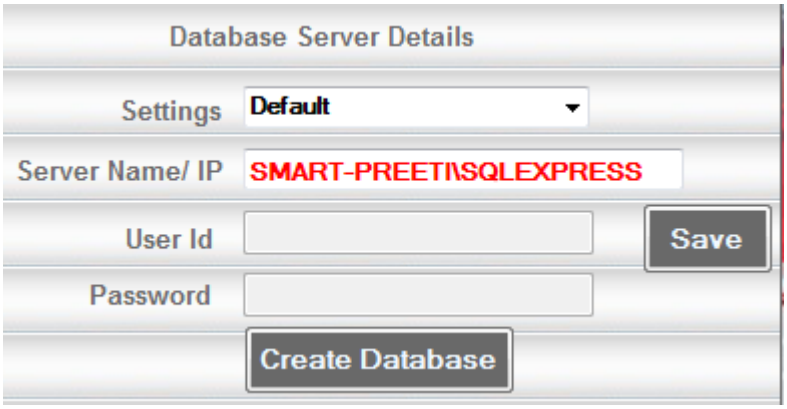
SQL Setting:

Option 1: Default

1. If you select this, you will not have to enter any user name and password. When the set up runs it installs SQL Server if is it not present. The SQL instance that is created is as “PC Name\SQLExpress” or SQL server Name e.g. SMART\SQLEXPRESS. This same instance name will be used as “Server Name/IP”.

2. Click “Save” and then on “Create Database”, the database will get created.

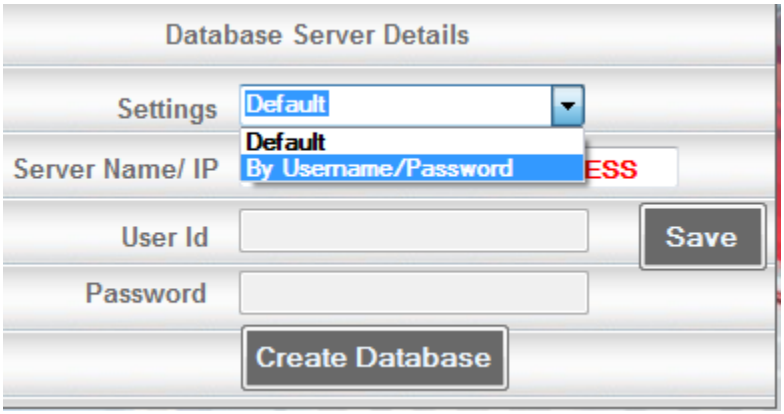
3. Click on “Hide Settings” in the Login block and login with user name and password as “admin”.

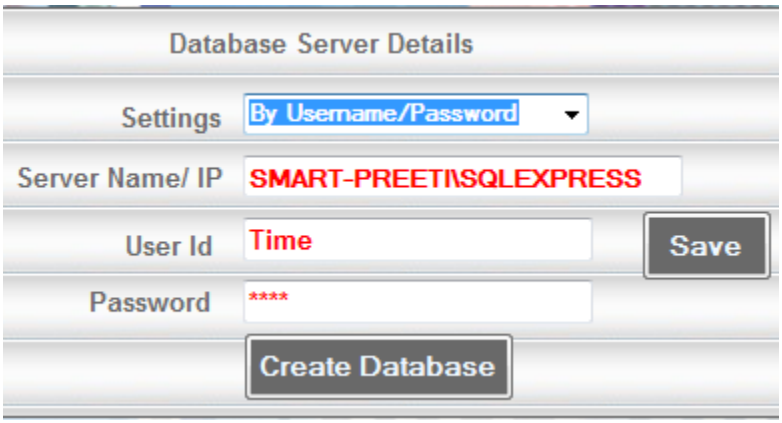


Option 2: By Username/Password

1. If you select this option you will have to enter your own Server Name, User Id and Password.

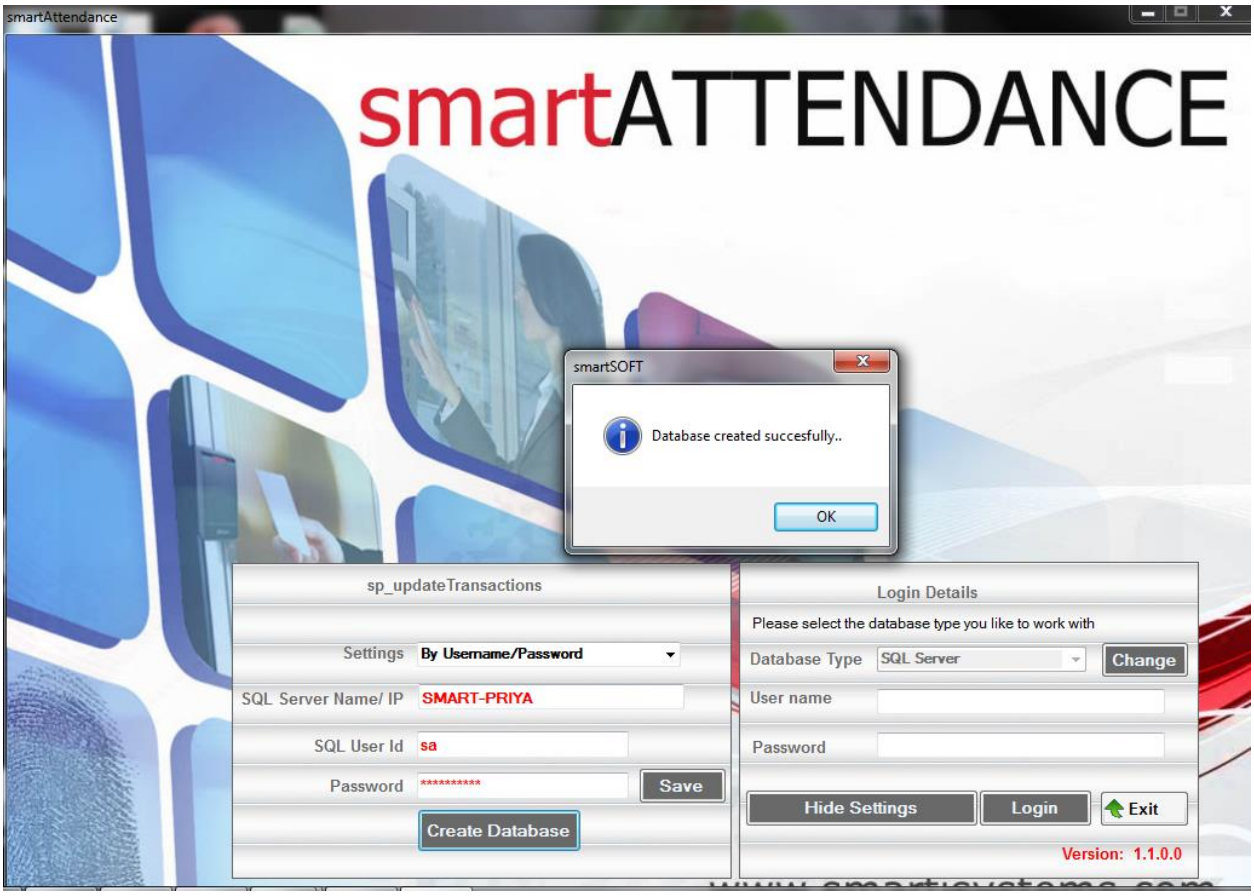
2. The rest of the steps are same as Option 1.





How to Create Company at First Login:

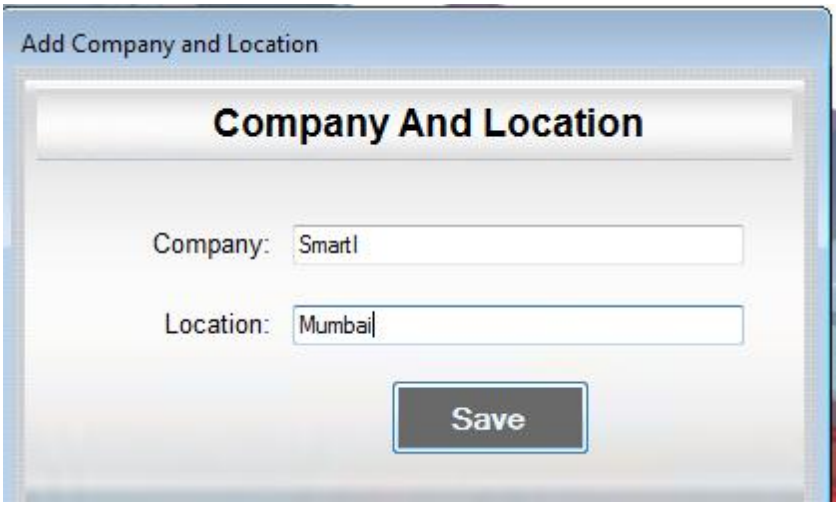
Create Database: Click on Create Database button it will create Database and Gives Proper alert Message Box.



Now Click on OK button and Enter User Name: admin and Password: admin and Click on Login Button.

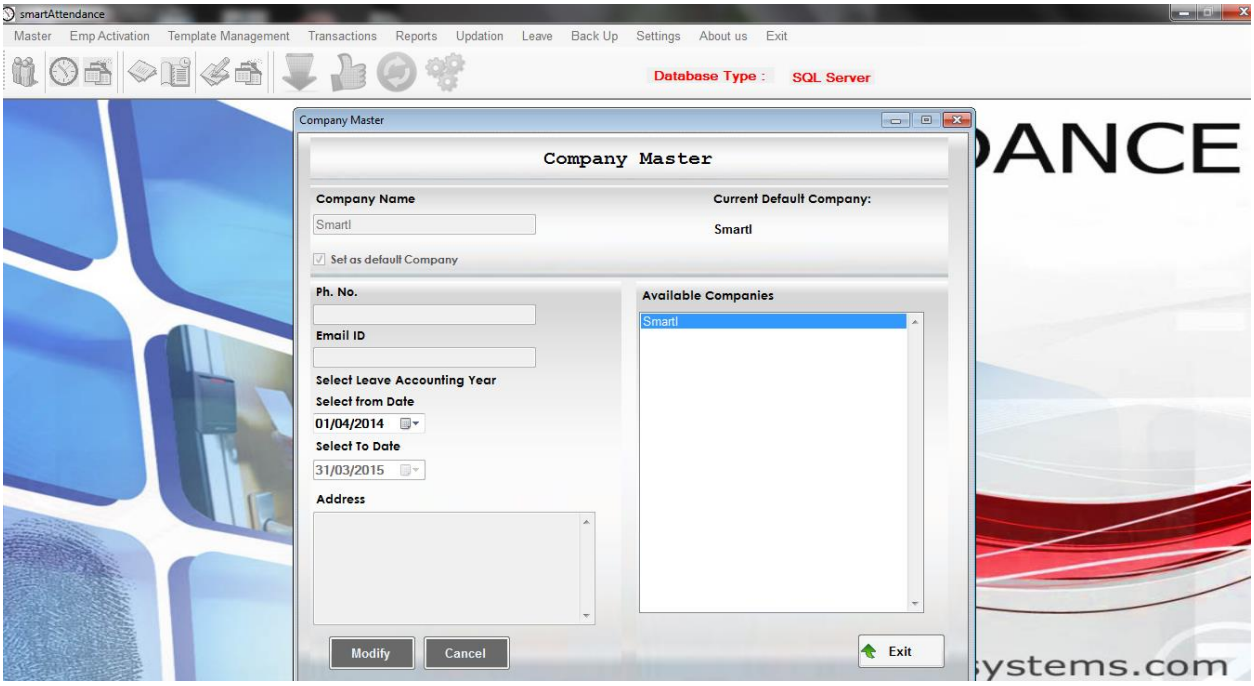
On login Button Click

System will ask to Enter Company and Location name



Enter company name and Location name and click on Save Button

Go to Master-> Company Master



By default it will create company where user can only modify the company details as Phone No, Email ID, Accounting Leave year-date and Address.

Note: (company cannot be Added or deleted from this form, Company will get created once new Database has been Created and one First login System will ask to Enter Company name)

Masters

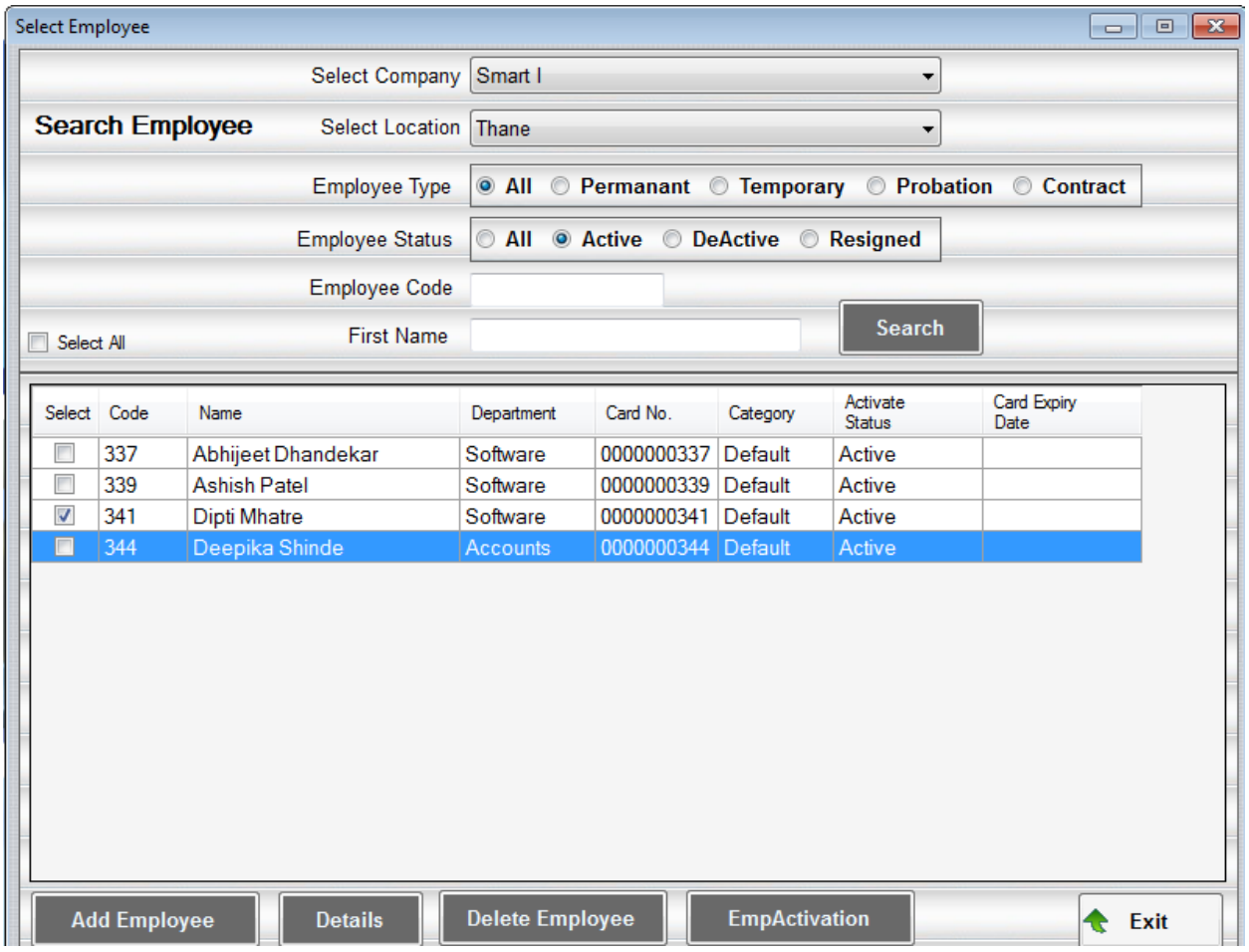
1. Employee Master:

With this form the user can-
1. Search particular employee.

2. Can add the new Employees.
3. View details of that employee.

4. Can delete the particular Employee.

5. Activate the Employee on the particular Controller.



2. Search Employee:

1. Enter the desired search parameters.
2. Click on "Search" button.
3. The resultant employees are displayed in the grid below.

3. Add Employee:

1. Click on Add employee.

2. The user will be redirected to employee details where you can add employee personal details like Card No, Location, Department, and also Attendance details etc.

View Details of Employee:

1. Select any employee from grid.
2. Click on "Details" button. The user will be redirected to the employee details page where the user can view employee's Personal details, Shift Details and also Attendance Details.

4. Delete An Employee:

1. Select any employee from grid.
2. Click on "Delete Employee" button.

5. Activate Employee:

1. On clicking on "EmpActivation" it will take you to the Activate/Deactivate Employee form.

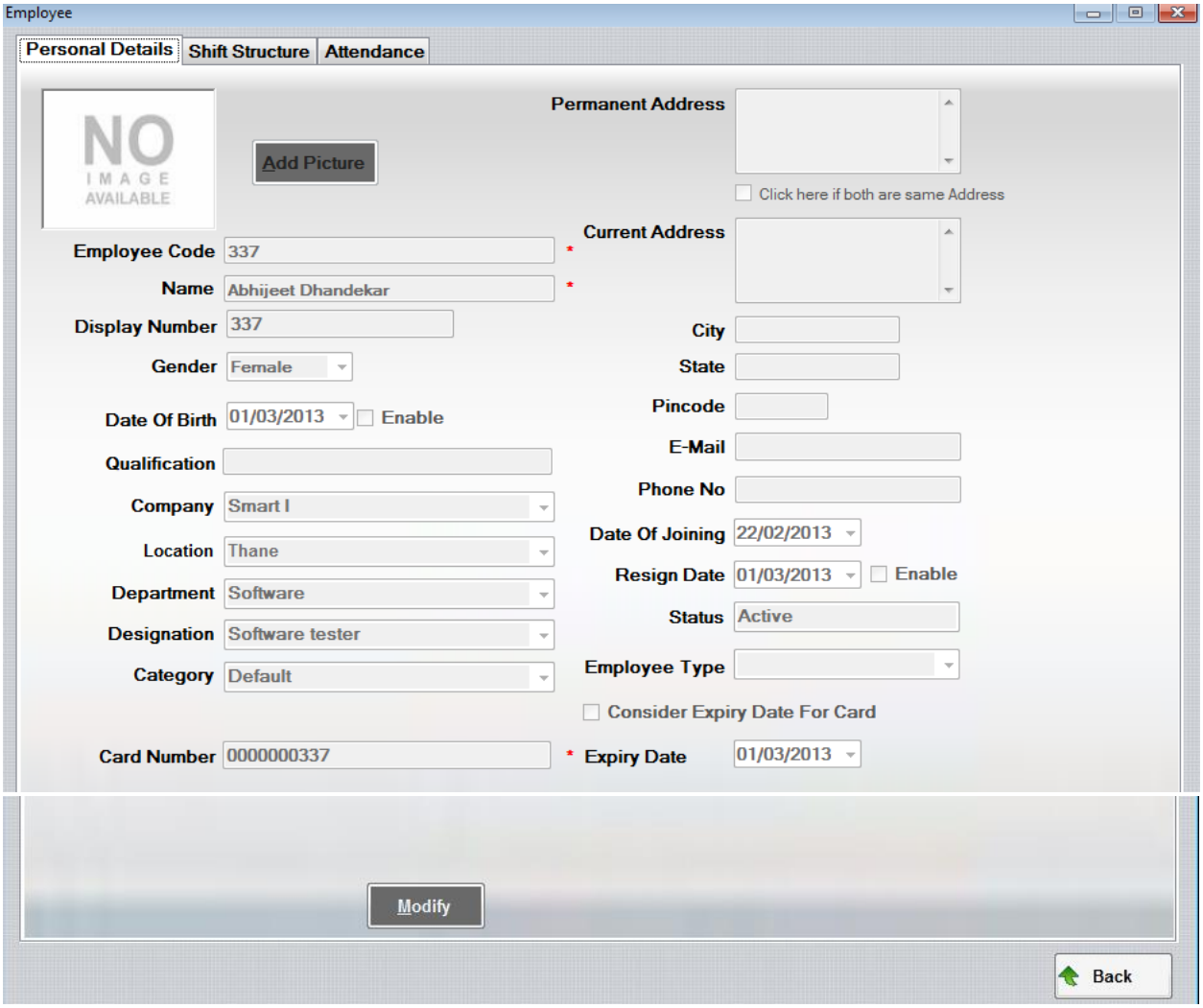
2. Select any controller from the grid and click on Load Employees.

3. So you will get all the employees in the grid activated on the particular controller.

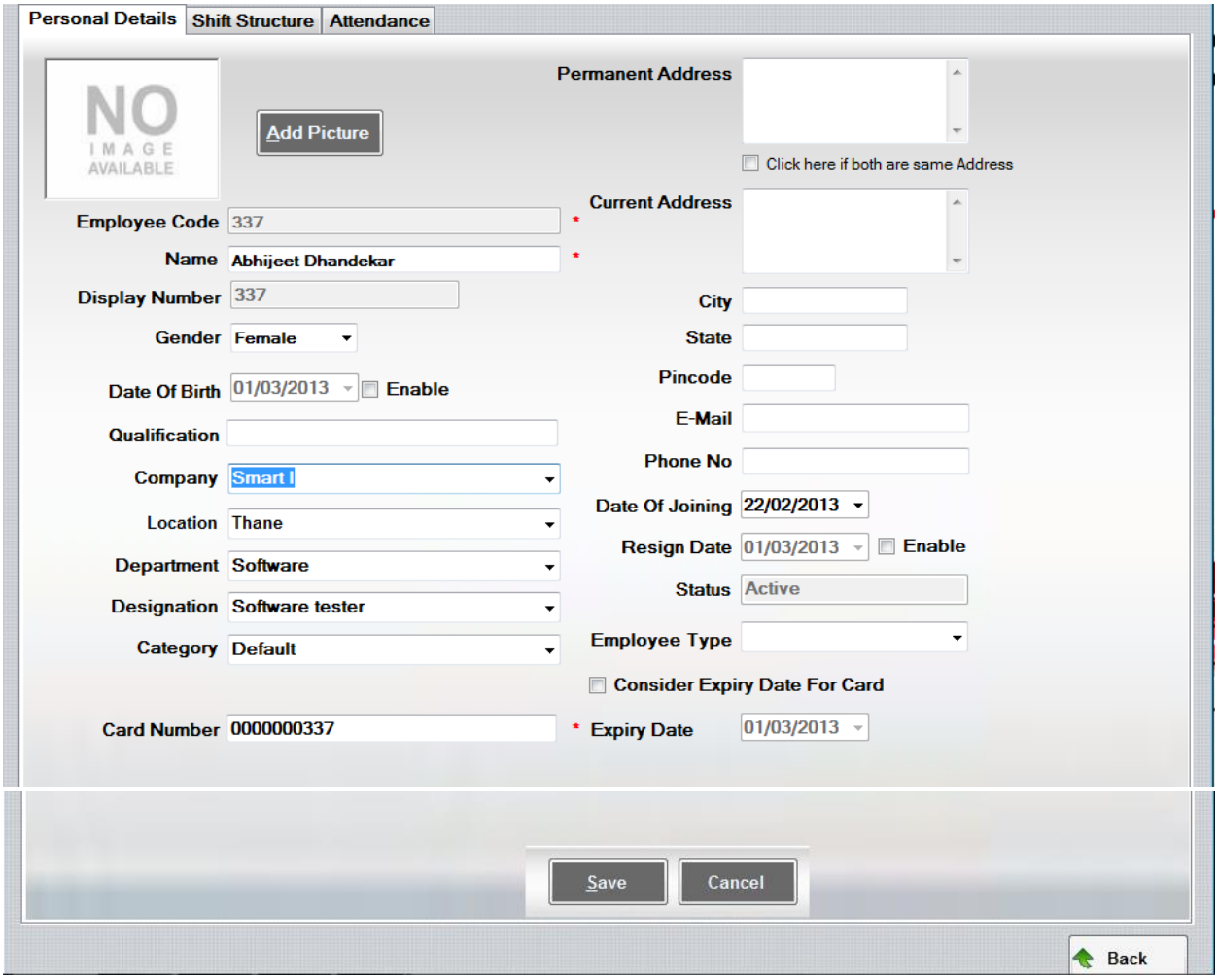
6. *Add Employee Personal Details:*

With this form the user can-

1. View Personal Details of an employee.
2. Update details.
3. Add the image of the employee by clicking on "Add Picture". This will help to browse the image to be displayed in the picture box shown.



4. User can Click on Modify to do some changes then Click on Save.

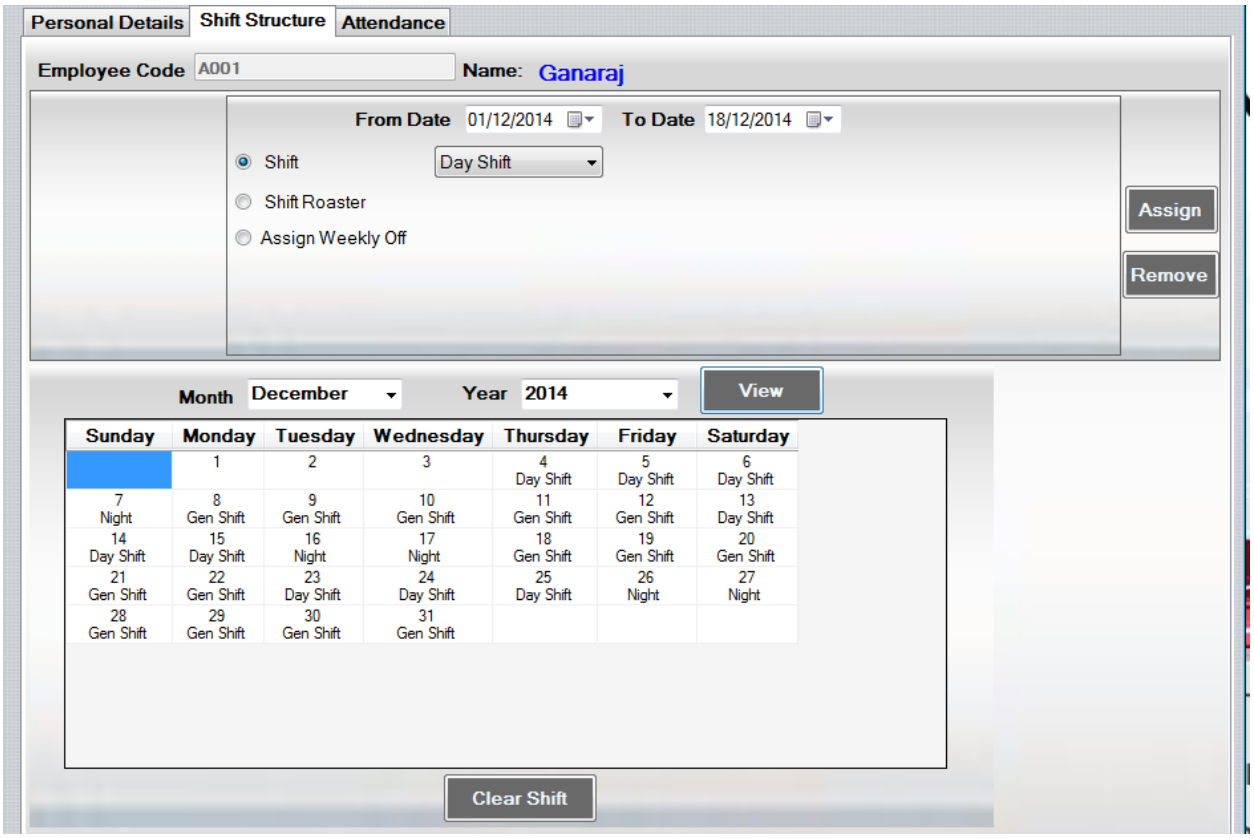


7. Employee Shift Structure:

With this form the user can-

1. The user can view month wise Shift Structure of an employee.
2. Assign Shifts, Shift Roaster or weekly off to the employee for a selected date range.

3. The User can also remove Shifts, Shift Roaster or weekly off to the employee for a selected date range

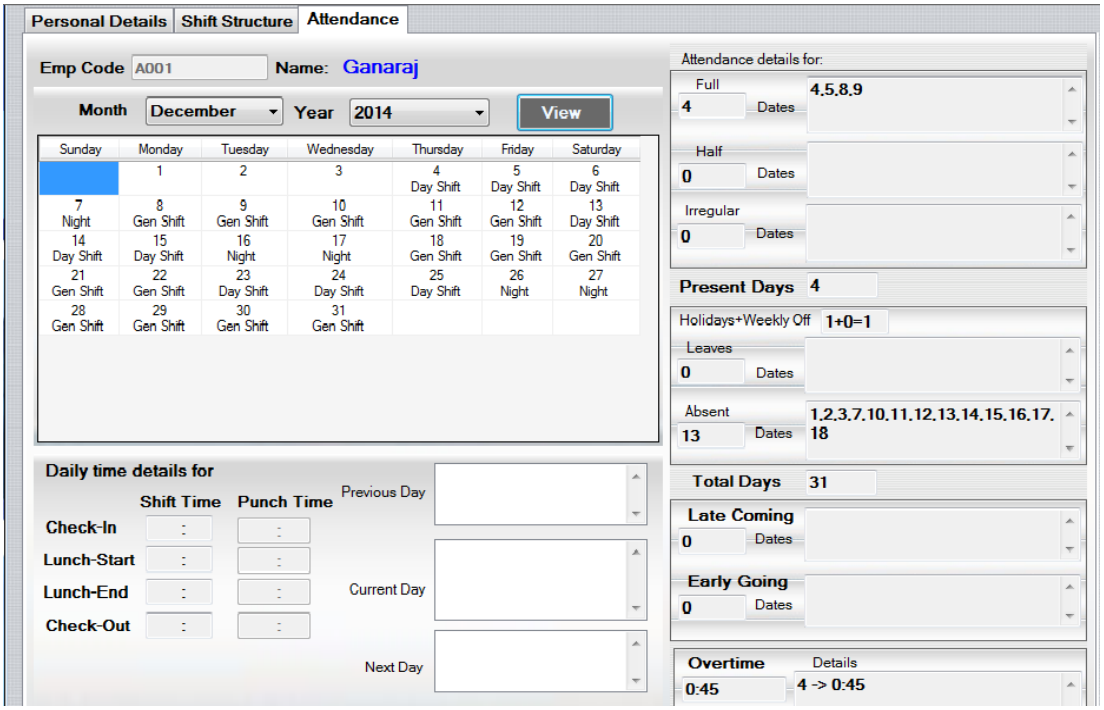


8. Employee Attendance:

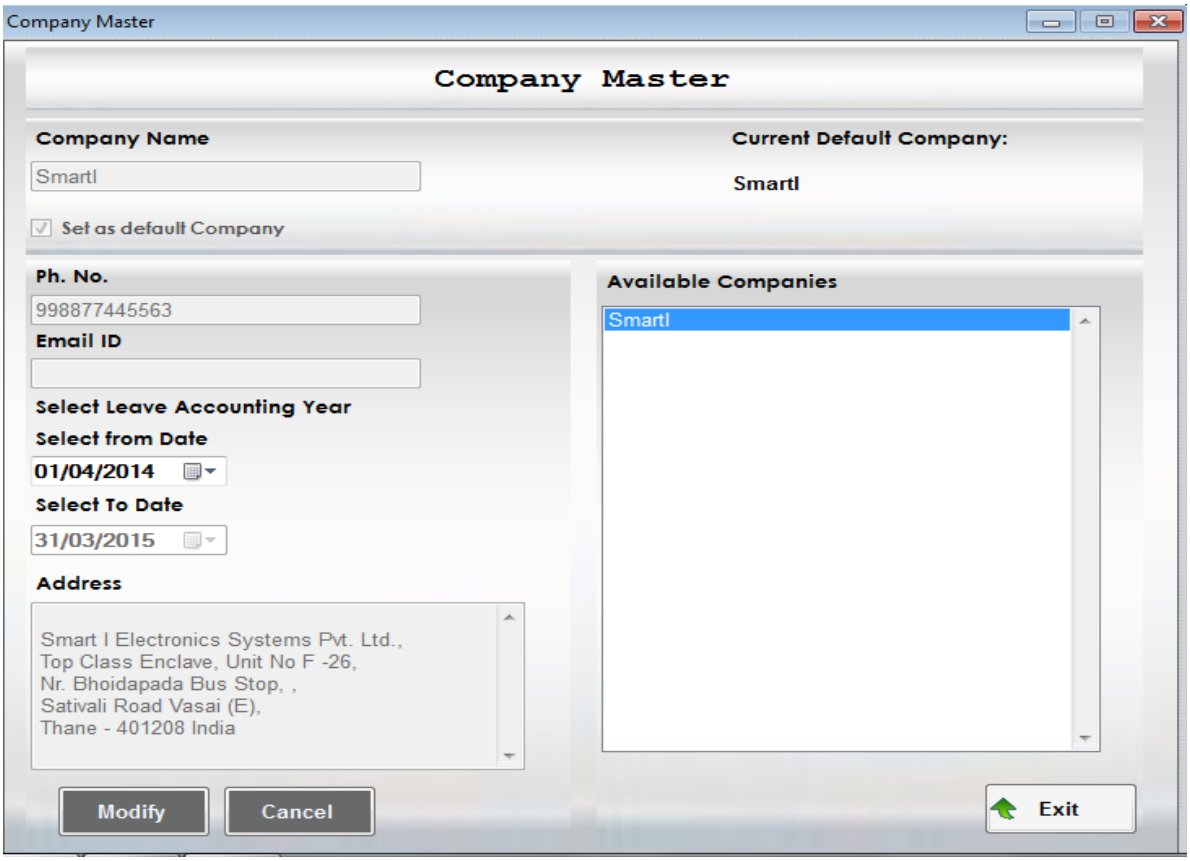
With this form the User can-

1. View month wise Attendance Details of an employee.
2. If the user select a particular date & click on View, the user can see the shift & punch details of that employee for that day below on the left side of the form.
3. The user can also see the complete attendance details of the month which includes:

a) Full Days
b) Half Days
c) Irregular Punch Days
d) Holidays
e) Weekly Off
f) Late/Early Details
g)Overtime details


Personal Details
Shift Structure
Attendance
Emp Code A001
Name: Ganaraj
Month December
Year 2014
View
Sunday Monday Tuesday Wednesday Thursday Friday Saturday
1 2 3 4 Day Shift 5 Day Shift 6 Day Shift
7 Night 8 Gen Shift 9 Gen Shift 10 Gen Shift 11 Gen Shift 12 Gen Shift 13 Day Shift
14 Day Shift 15 Day Shift 16 Night 17 Night 18 Gen Shift 19 Gen Shift 20 Gen Shift
21 Gen Shift 22 Gen Shift 23 Day Shift 24 Day Shift 25 Day Shift 26 Night 27 Night
28 Gen Shift 29 Gen Shift 30 Gen Shift 31 Gen Shift
Daily time details for
Shift Time
Punch Time
Check-In
Lunch-Start
Lunch-End
Check-Out
Previous Day
Current Day
Next Day
Attendance details for:
Full 4 Dates 4,5,8,9
Half 0 Dates
Irregular 0 Dates
Present Days 4
Holidays+Weekly Off 1+0=1
Leaves 0 Dates
Absent 13 Dates 1,2,3,7,10,11,12,13,14,15,16,17,18
Total Days 31
Late Coming 0 Dates
Early Going 0 Dates
Overtime 0:45
Details 4 -> 0:45

3. Company Master:



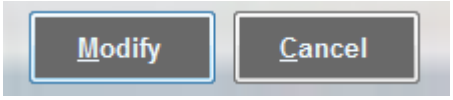
SmartATTENDANCE provides the user with a facility to maintain/create Single Company. Under single Company the user can create Multiple Locations. Under Each Location Multiple Departments can be created.

Company Master is the form provided to serve the purpose. The form structure is as shown in the figure.

With this form the user can-
1.1.Set Leave Accounting year for that Company
1.2.The user can also edit the details of the existing Company.

1 Update/Cancel Details of Existing Company:

The user is also provided with the option of modifying an existing Company.
A List box shown on the right side of the form displays the existing company
In order to edit that the user need to take following steps:
1.Select Company name. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.



To Edit Details:

The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.

4. Location Master:

SmartATTENDANCE provides the user with a facility to maintain Multiple Locations under defined Company.

Location Master is the form provided to serve the purpose. The form structure is as shown above.

With this form the user can-
1. Add a new Location/s
2.The user can also edit the details or delete the Location/s.

1 Steps to add a Location/s:

1. Enter the Location/s Name which is mandatory.
2. Enter Location/s details.

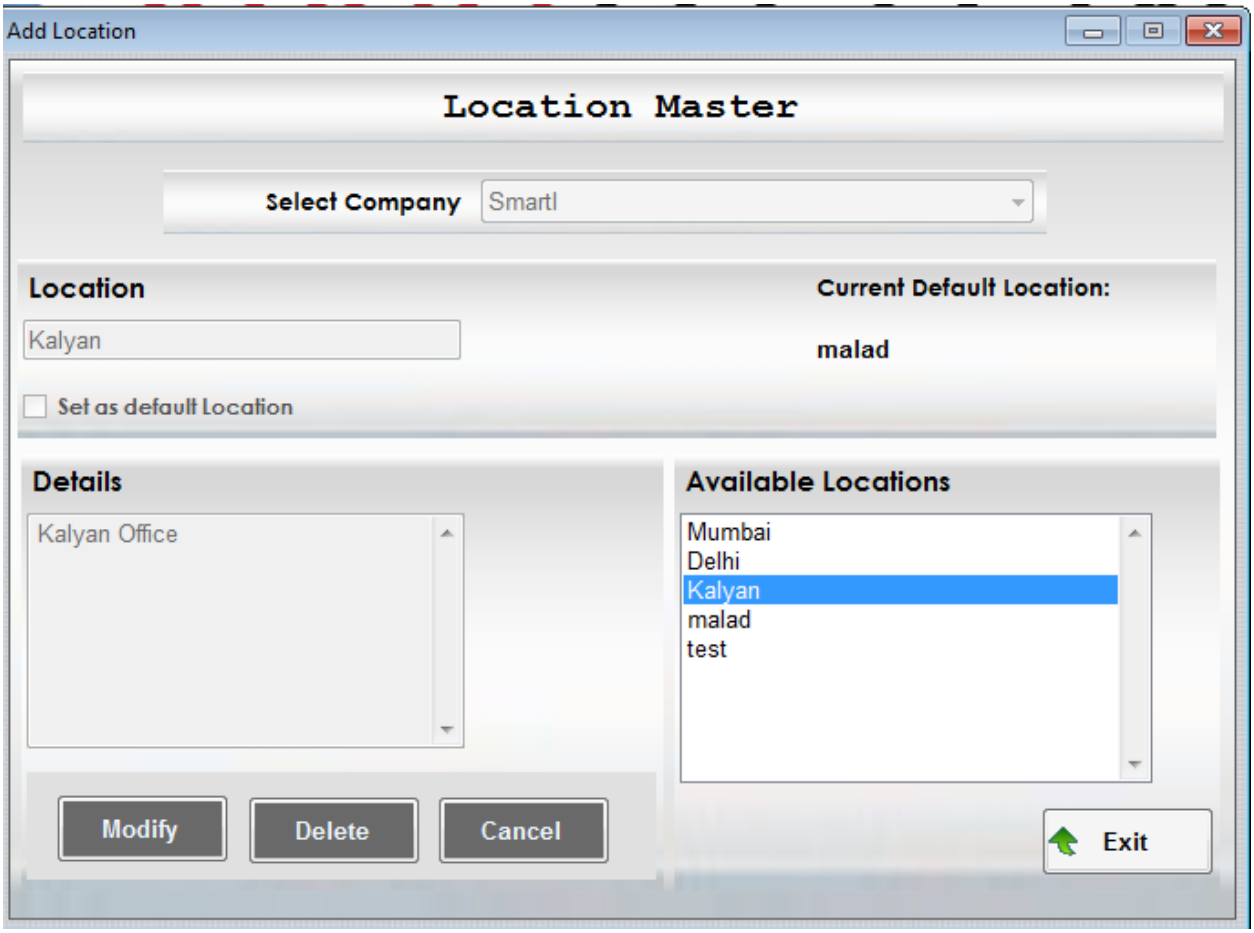
3. Click "ADD" to save the Location/s details to the database.
Now the user will observe that the entered Location/s name appears in the Available Location/s list.
Repeat the above steps for adding more Location/s.

2 Delete/Edit Details of Existing Location/s:

The user is also provided with the option of modifying or deleting an existing Location/s.
A List box shown on the right side of the form displays a list of all the existing Location/ss.
In order to edit/delete them the user need to take following steps:
1. the Select Location/s name. On selecting details are reflected in the details section. A panel of buttons gets visible as shown below.

To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.

To Delete: Select Location and click on "Delete" and the Location/s will get deleted with all its details.



5. Controller Master:

1 Steps to Add Controller

1. Click on add controller.

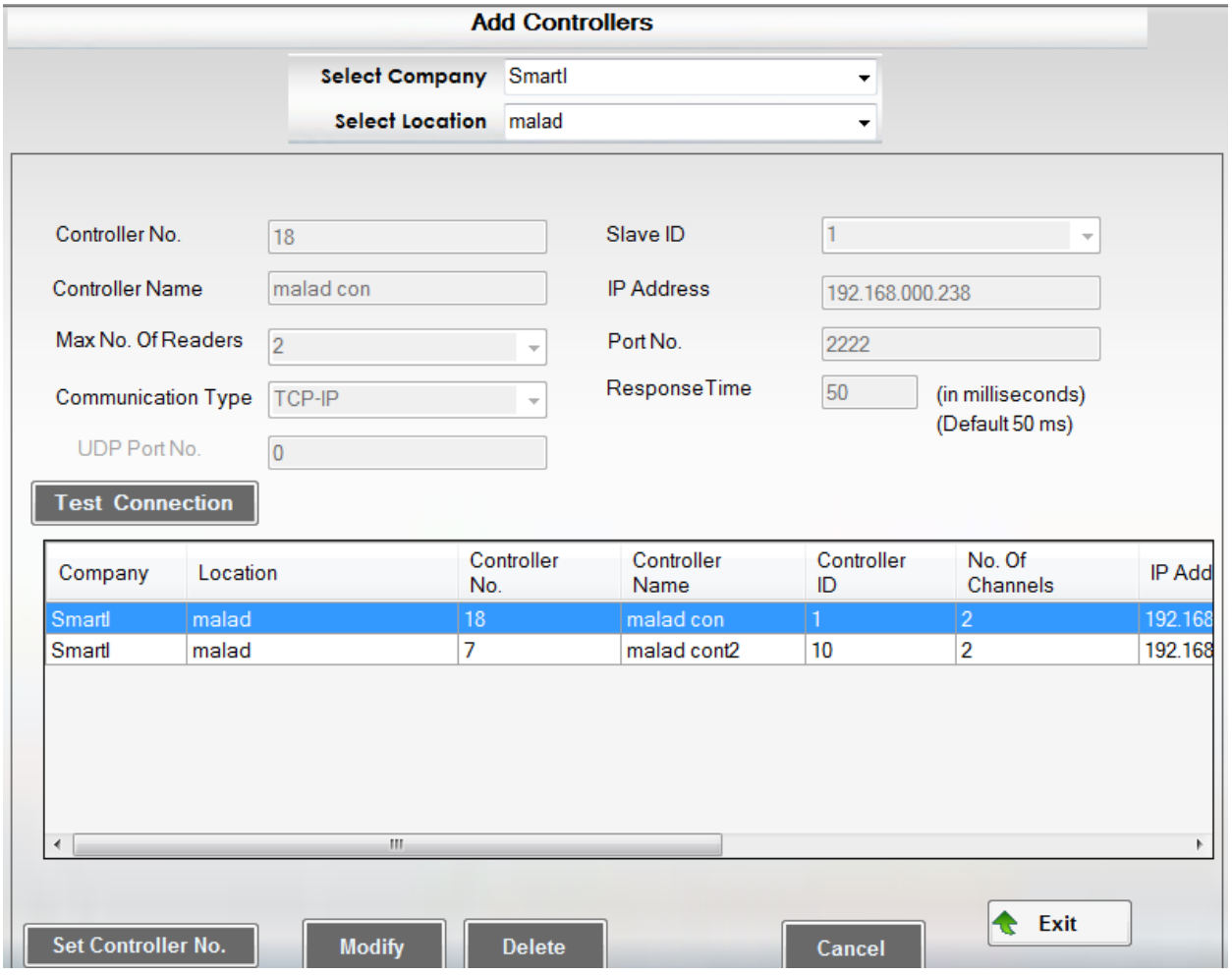
2. Enter Controller No, Name, and Port No, IP address, Slave Id.

3. Click on Save.

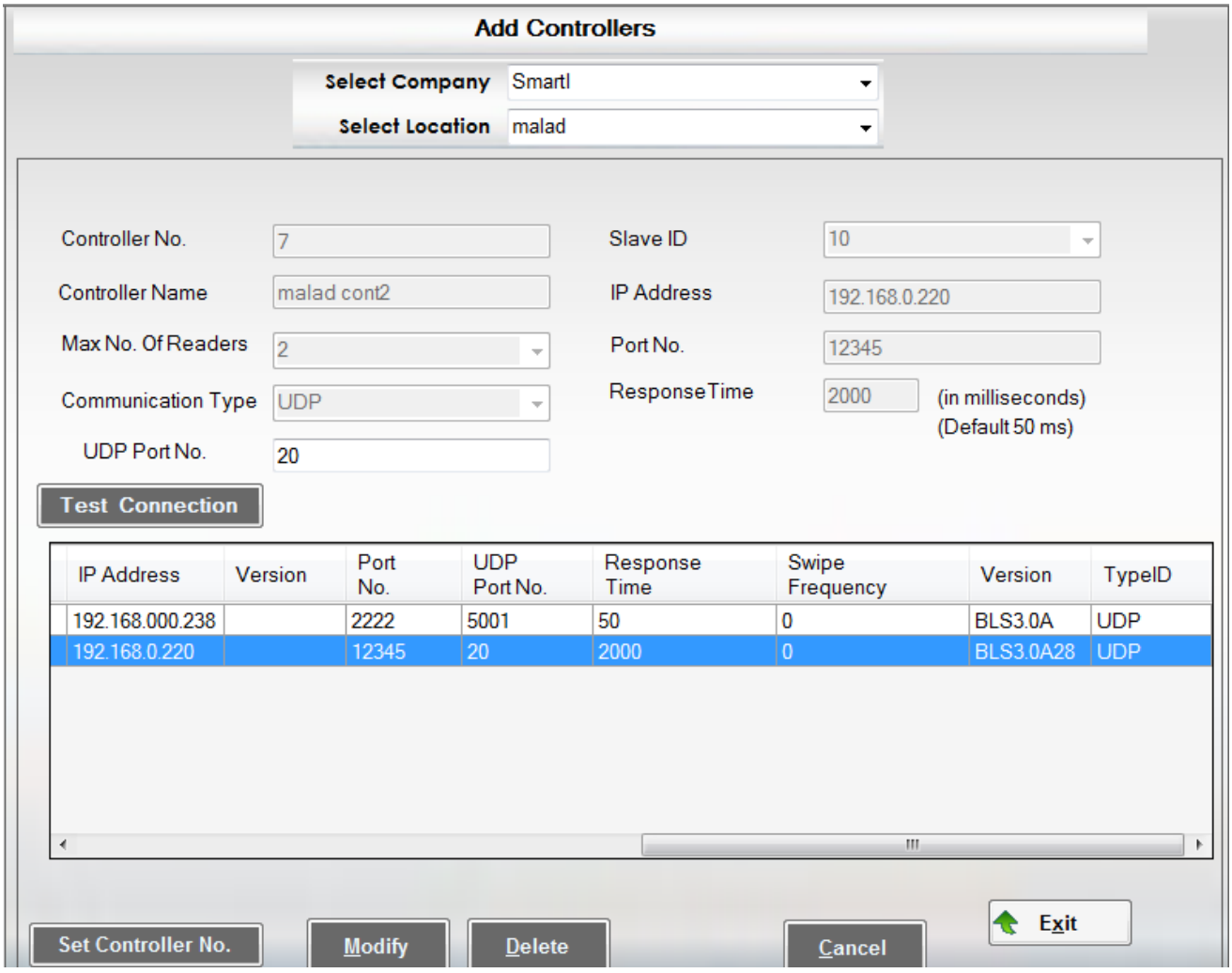
4. A controller is added as shown in the grid.

2 Communication Type: TCP/UDP

Communication Type TCP



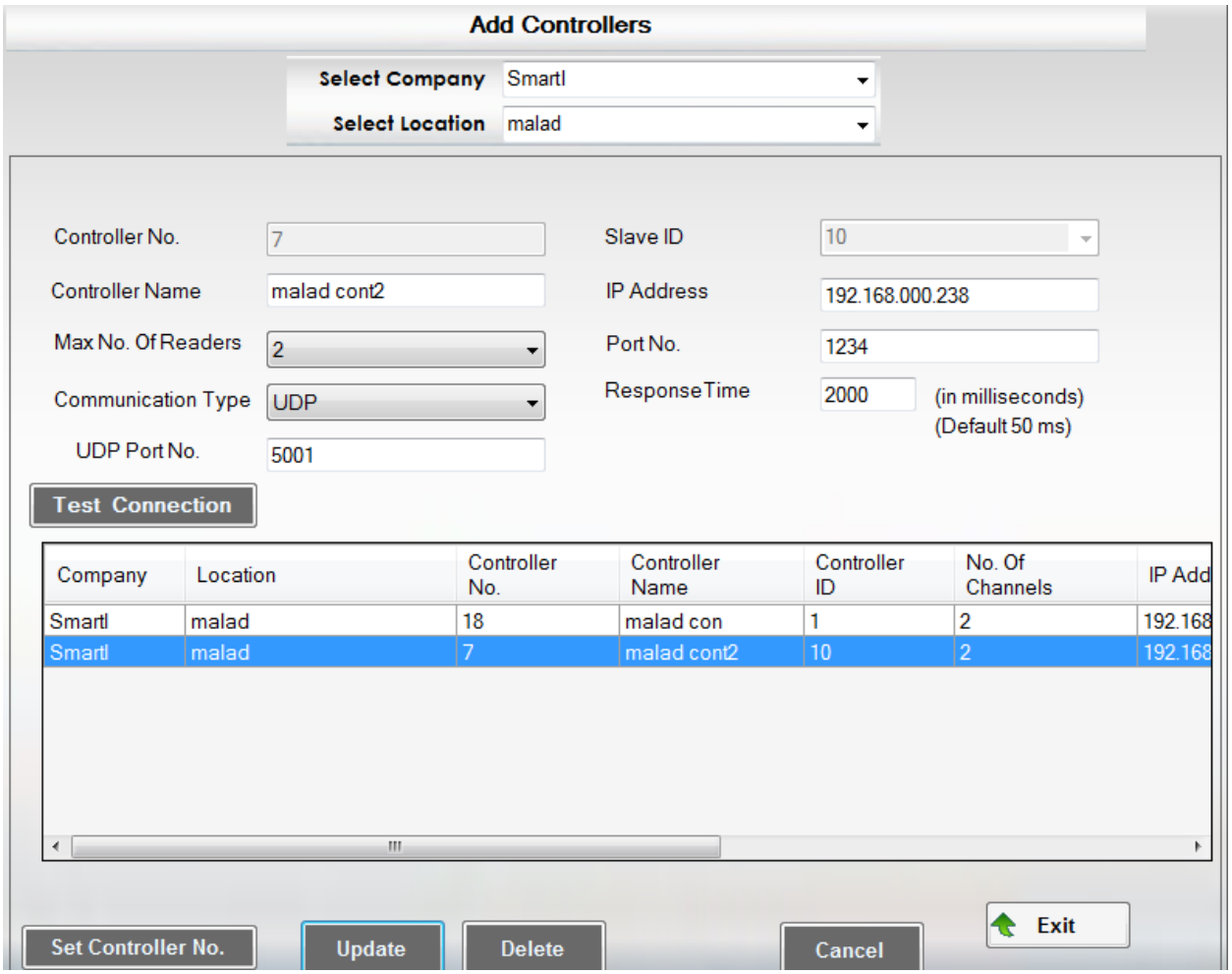
3 Communication Type: UDP



Steps to Modify a Controller:

1. Select the controller from the grid.

2. Click on Modify. You will get the below screen.



4 *Steps to Update the Controller:*

1. User can change Controller name, IP address, Port no, Response Time, Communication Type etc. Click on Update.

2. Click on Test Connection to check whether controller is Connected or not.

5 *Steps to delete the controller:*

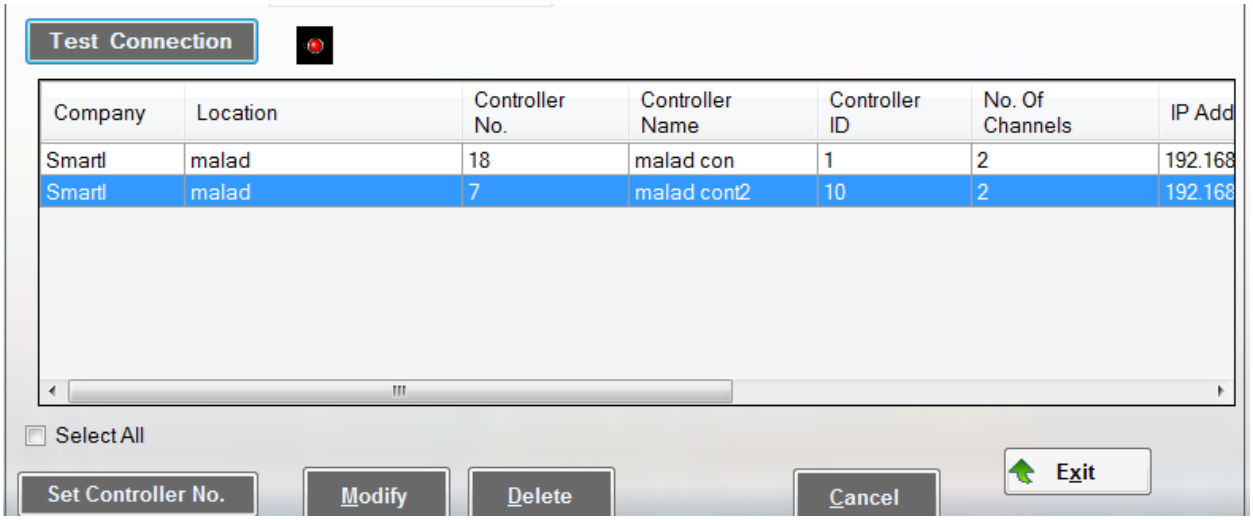
1. Select particular Controller from the grid.

2. Click on Delete.

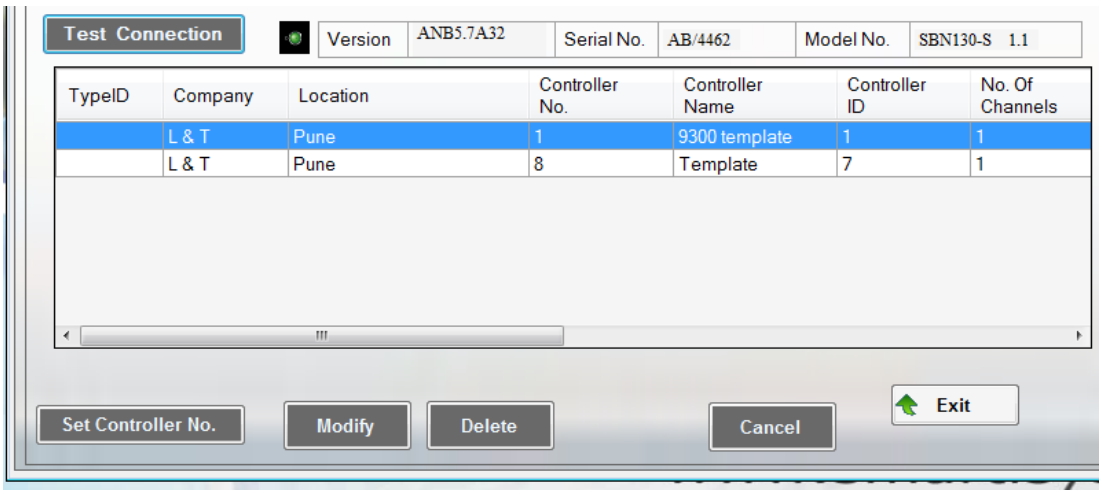
6 *Steps for Test Connection:*

1. To check whether Controller is connected or not,

1. Click on Test Connection – When red Light glows this means Controller is not connected.



2. Click On Test Connection - When Green light glows this means Controller is connected.



7 Readers Master

1 Steps To Add Reader:

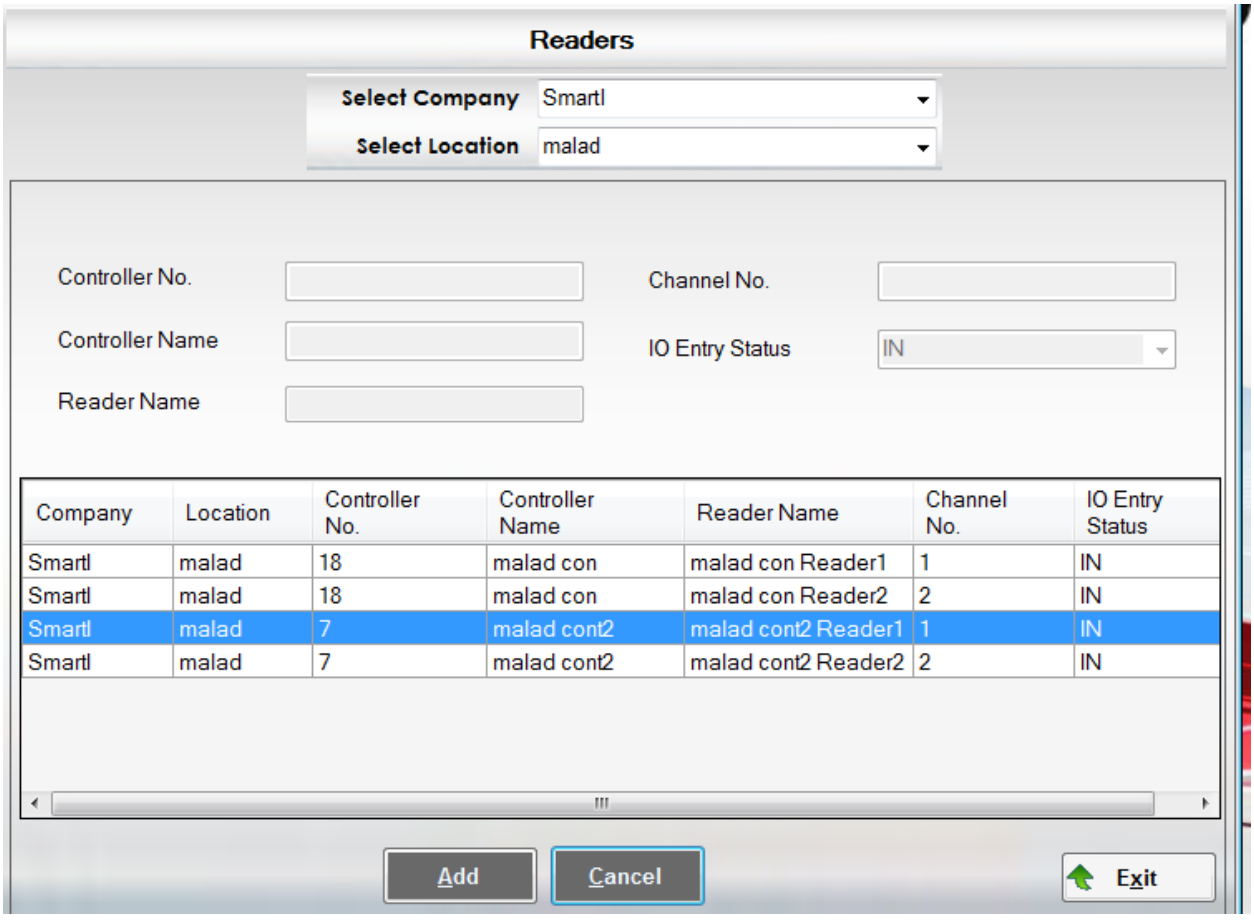
1. Once added controller in the controller master, details will be displayed in the Reader Master in the Grid.

2. In the controller master if user have selected Maximum no of reader 2 then in the Reader master user will get 2 entries in the Grid.

3. As maximum no of reader selected is 2, User can't add new reader in the Reader master.

4. User have to delete any 1 existing record in the reader master and after deleting user can add new Reader in the reader Master.

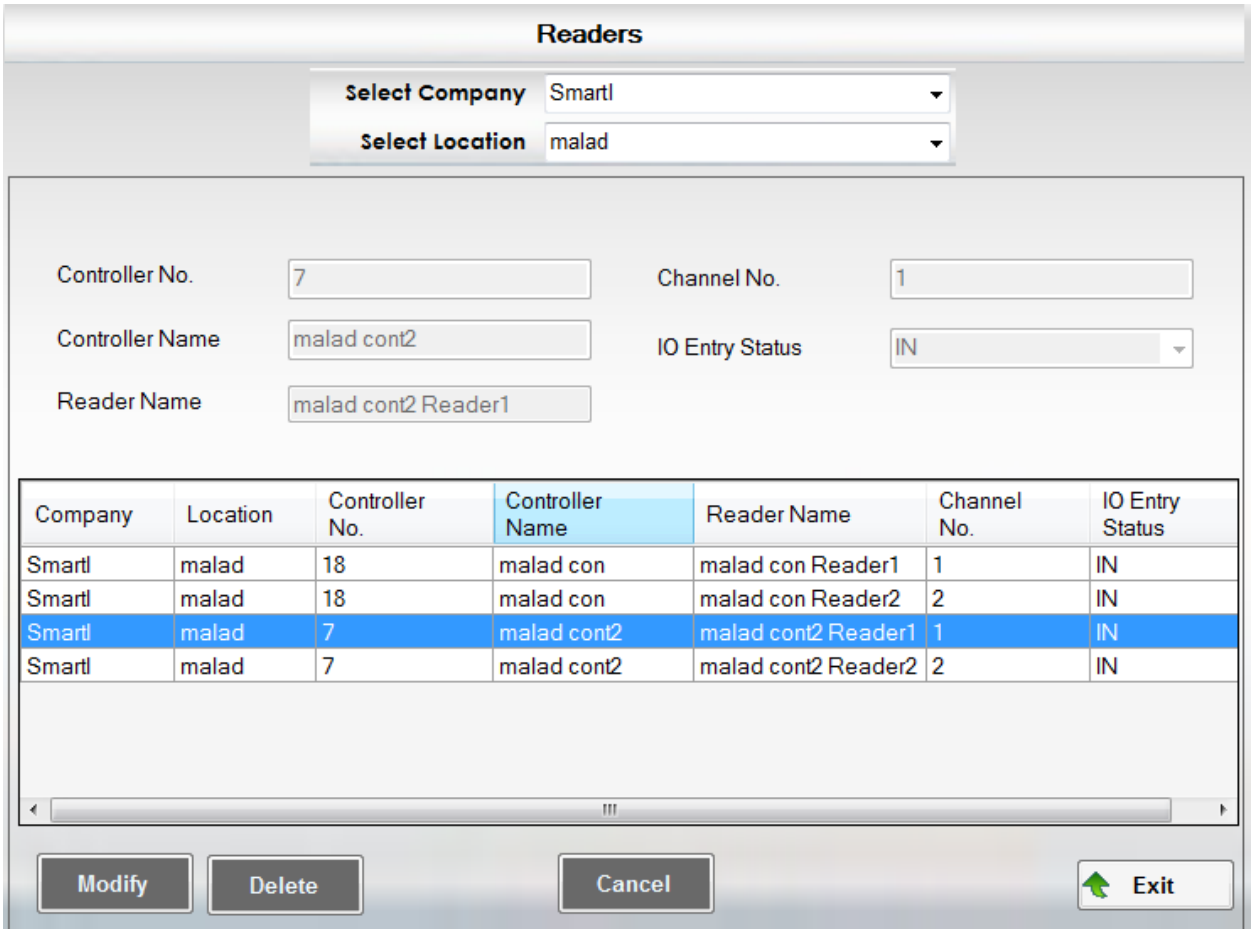
4. User can add new reader also. Click on add.



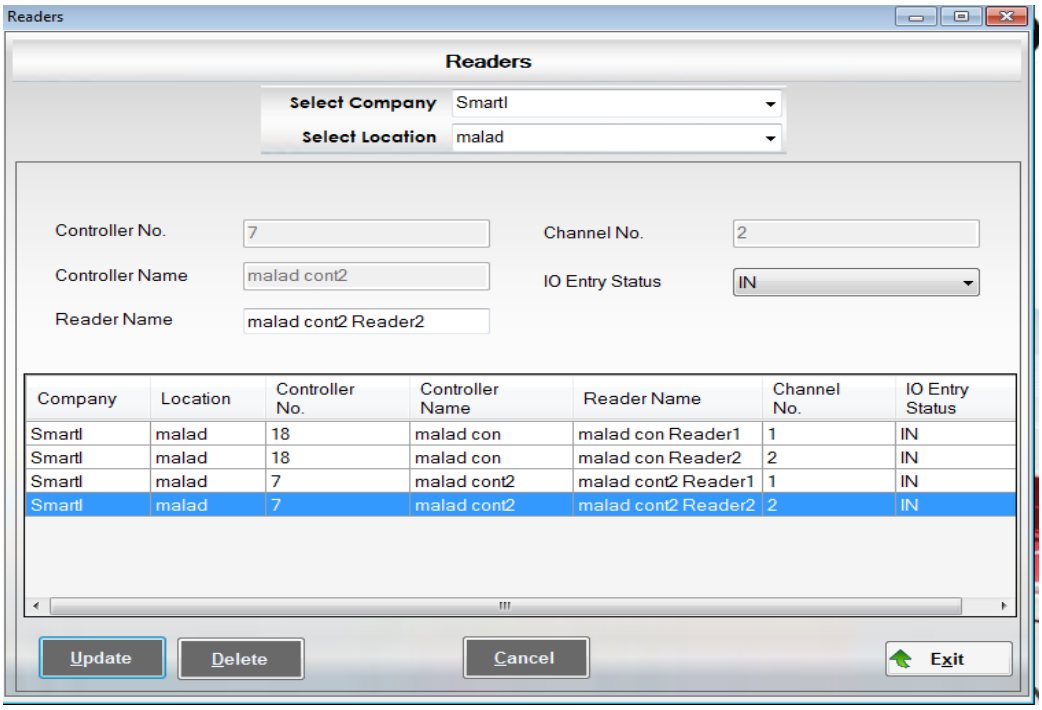
2 Steps to Modify the Reader:

1. Double Click any controller name in the grid, user will get the option to modify.

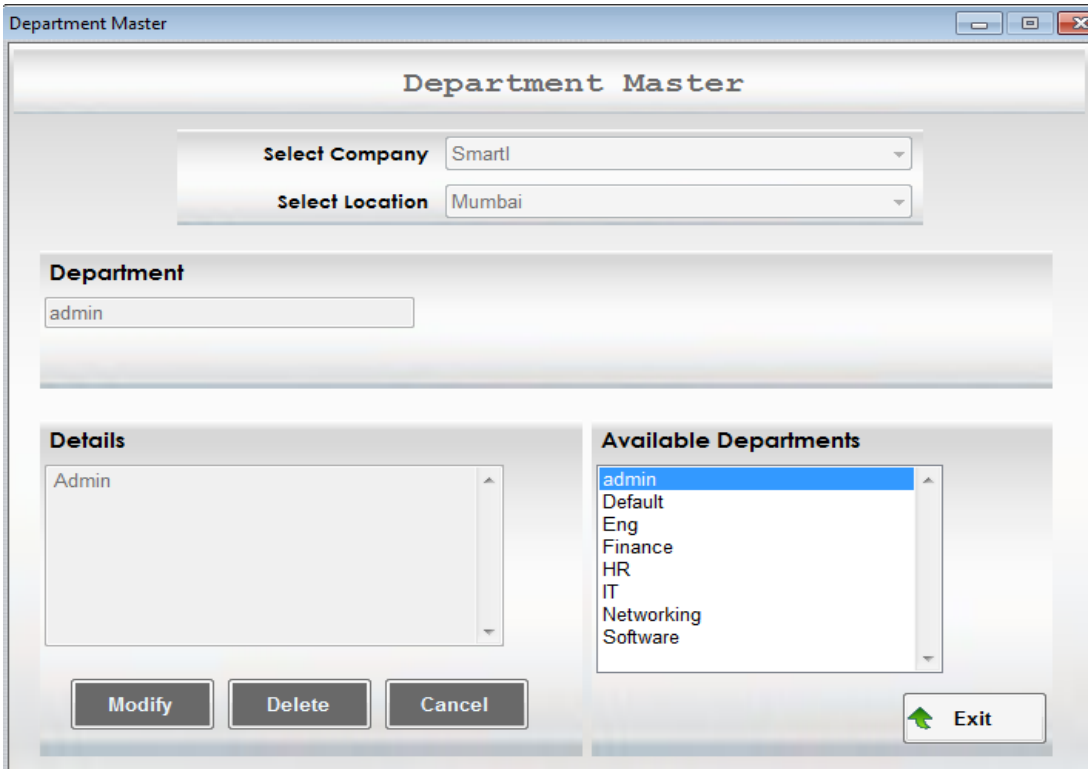
2. Click on Modify.



3. Enter Reader name and select IO entry status from the drop down list. Click on Update.



8 Department Master



SmartATTENDANCE provides the user with a facility to maintain Multiple Department. The user can have Multiple Departments for employees under each Location/s.

Department Master is the form provided to serve the purpose. The form structure is as shown above.

1 Step to add Department

1. Add a New Department.
2. The user can also edit the details or delete the existing Departments.

3. The user needs to select the Location under which to add the Department.
4. Enter the Department Name which is mandatory.
5. Enter other details required.
6. Click "ADD" to save the Department details to the database.

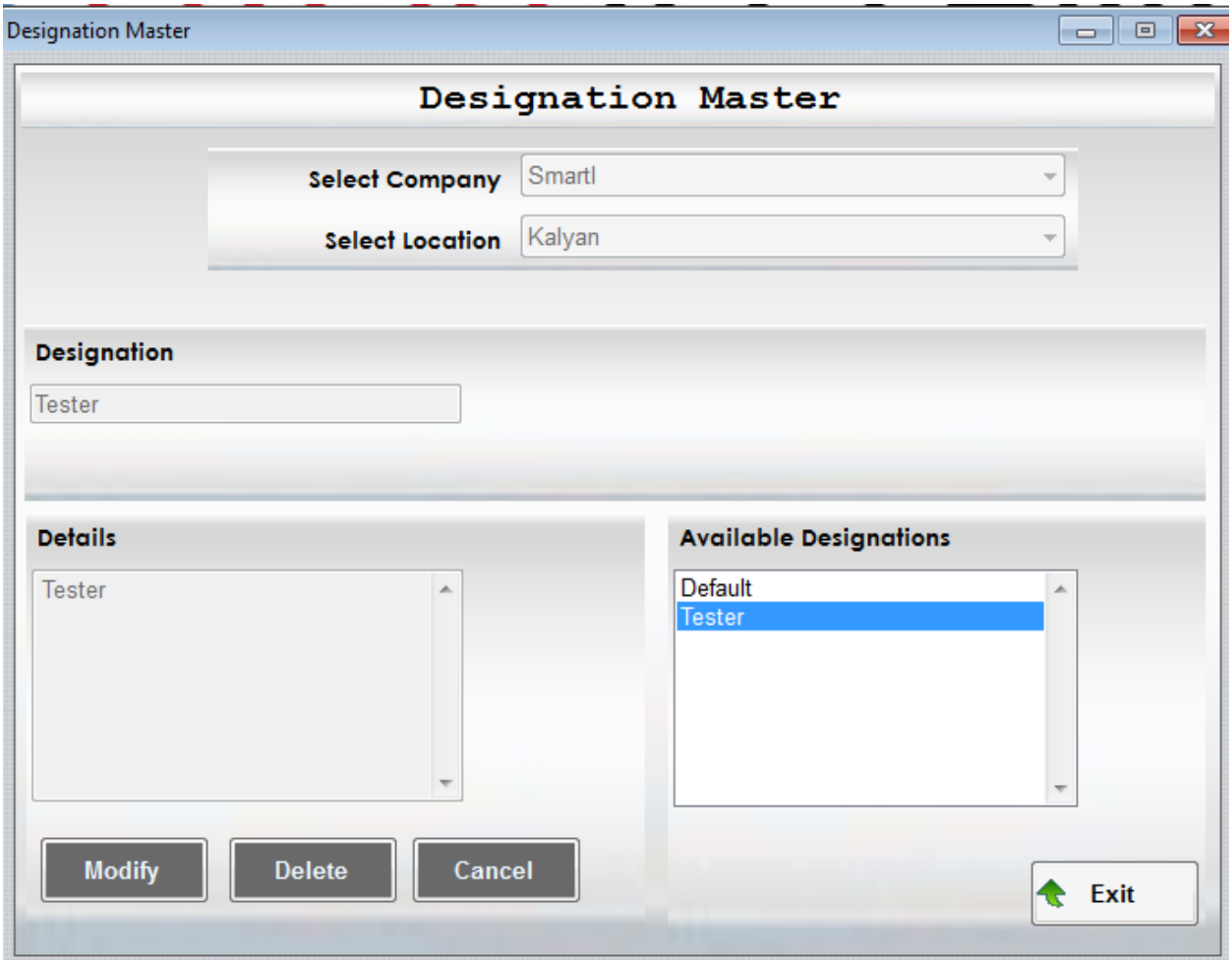
Now the user will observe that the entered Department name appears in the Available Departments list.
Repeat the above steps for adding more Departments.

2 Delete/Edit Details of Existing Departments:

The user is also provided with the option of modifying or deleting an existing Department.
A List box shown on the right side of the form displays a list of the entire existing Department.
In order to edit/delete them the user need to take following steps:
1.Select Department name. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.
3. To Delete: Just click on "Delete" and the Department will get deleted with all its details.

9 Designation Master:



SmartATTENDANCE provides the user with a facility to maintain Multiple Designations. The user can add multiple designations for employees under each Location.

Designation Master is the form provided to serve the purpose. The form structure is as shown above.

With this form the user can-
1. Add a new Designation.
2. The user can also edit the details or delete the existing Designations.

1 Steps to add a Designation:

1. the user need to select the Location/s under which to add the Designation.
2. Enter the Designation Name which is mandatory.
3. Enter other details required.
4. Click "ADD" to save the Designation details to the database.

Now the user will observe that the entered Designation name appears in the Available

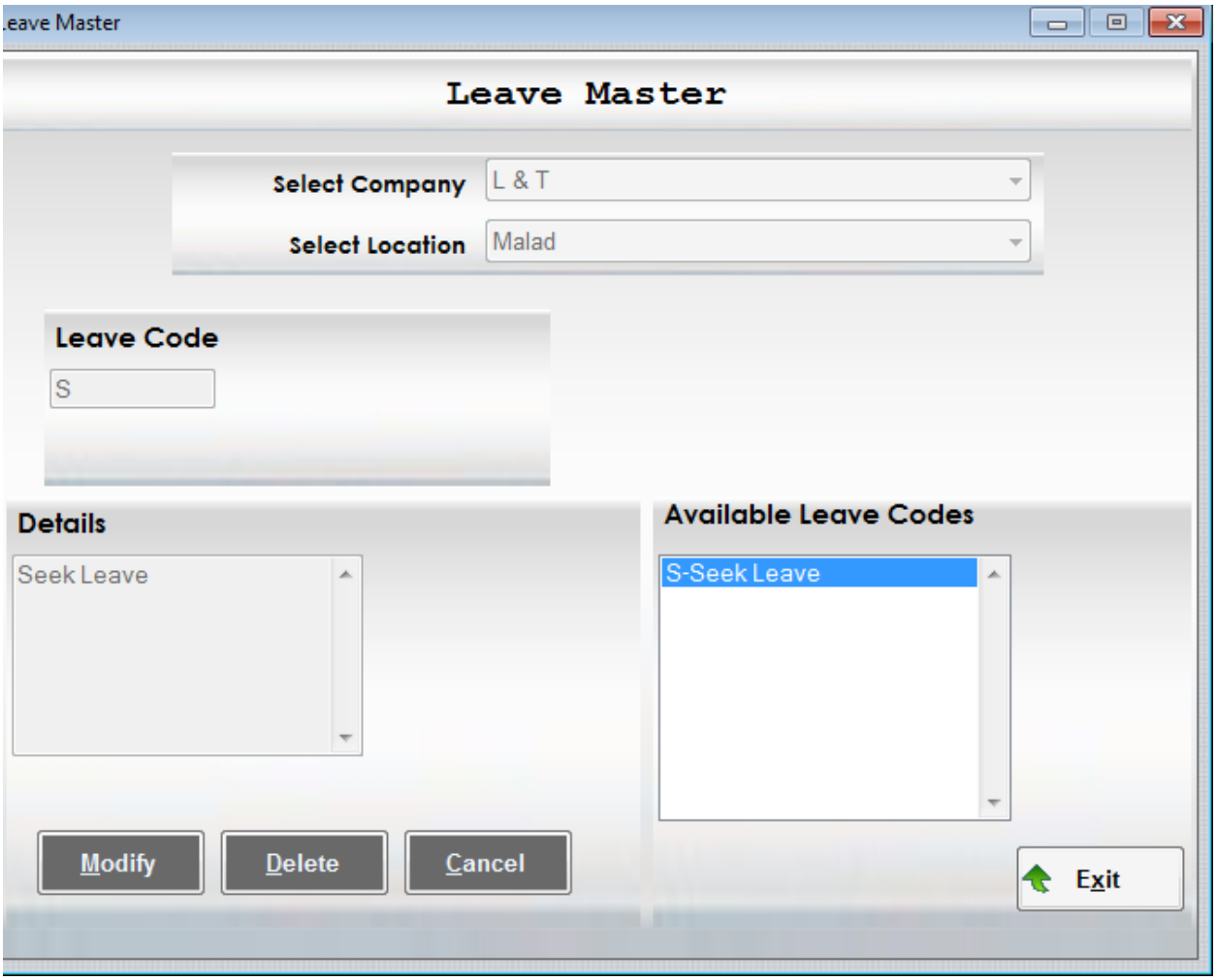
Designations list.
Repeat the above steps for adding more Designations.

2 Delete/Edit Details of Existing Designations:

The user is also provided with the option of modifying or deleting an existing Designation.
A List box shown on the right side of the form displays a list of all the existing Designation.
In order to edit/delete them the user need to take following steps:
1.Select Designation name. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.
3. To Delete: Just click on "Delete" and the Designation will get deleted with all its details.

10 Leaves Code Master:



SmartATTENDANCE provides the user with a facility to maintain Multiple Leaves details. The user can have multiple Leaves under each Location/s maintained according to Leave Codes.

Leaves Master is the form provided to serve the purpose. The form structure is as shown above.

With this form the user can-
1. Add a new Leave.
2. The user can also edit the details or delete the existing Leaves.

1 *Steps to add a Leave Code:*

1. the user need to select the Company and Location/s under which to add the Leaves.
2. Enter the Leaves Code which is mandatory.
3. Enter other details that are required.
4. Click "ADD" to save the Leaves details to the database.

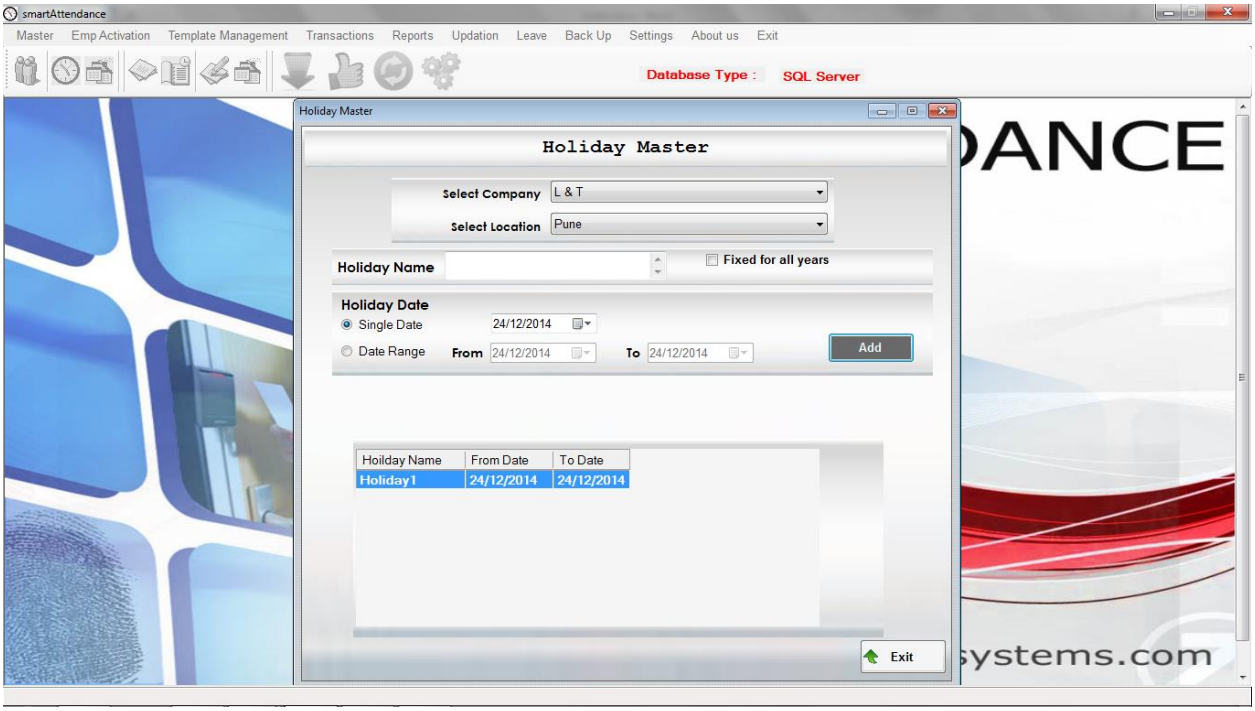
Now the user will observe that the entered Leaves code appears in the Available Leaves list.
Repeat the above steps for adding more Leaves.

2 Delete/Edit Details of Existing Leaves:

The user is also provided with the option of modifying or deleting an existing Leaves.
A List box shown on the right side of the form displays a list of all the existing Leaves.

In order to edit/delete them the user need to take following steps:
1.Select Leave code. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.
2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.
3. To Delete: select leave and click on "Delete" and the Leave details will get deleted.

11 Holiday Master:



SmartATTENDANCE provides the user with a facility to maintain Multiple Holiday details. The user can have multiple Holidays under each Location.

Holiday Master is the form provided to serve the purpose. The form structure is as shown above.

With this form the user can-
1. Add a new Holiday.
2. The user can also edit the details or delete the existing Holidays.

1. Steps to add a Holiday:

1. The user need to select the Location/s under which to add the Holiday.
2. Enter the Holiday Name which is mandatory.
3. Select the Holiday date.

Check the Checkbox provided for Fixed for All Year in case the holiday falls on the same date every year e.g. 26th January “Republic Day”; 15th August “Independence Day”.
4. Click "ADD" to save the Holiday details to the database.
Now the user will observe that the entered Holiday name appears in the Available Holidays list.
Repeat the above steps for adding more Holidays.

2. *Delete/Edit Details of Existing Holidays:*

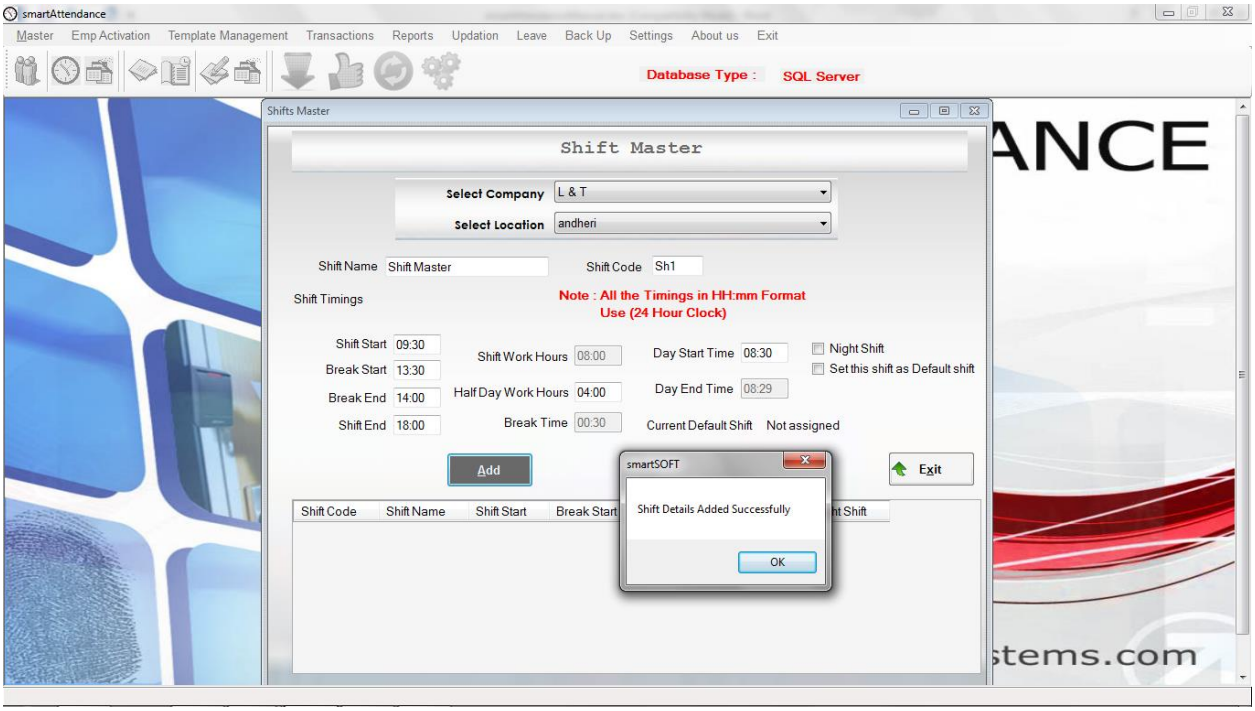
The user is also provided with the option of modifying or deleting an existing Holiday.
A List box shown on the right side of the form displays a list of all the existing Holidays.
In order to edit/delete them the user need to take following steps:
1.Select Holiday name. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.
3. To Delete: select the record from grid and click on "Delete" and the Holiday will get deleted with all its details.

12 Shift master

smartATTENDANCE provides the user with a facility to set Shifts. Shifts can be applied to a particular employee under a Company and Location/s.

Shifts Master is the form provided to serve the purpose. The form structure is as shown Below



With this form the user can-
1. Add a new Shift.
2. The user can also edit the details or delete the existing Shift.

1 Steps to add Shifts:

1. The user need to select the Company and Location/s to which the Shift is applicable.
2. Enter the Shift name and Shift Code which is mandatory.
3. The user also need to enter the shift start/end time and Break Start/End time. Shift work Hours are generated automatically.
4. The user needs to specify work Hour duration for Half Days.
5. Day Start Time & Day End Time: These fields are auto-generated. Generally applicable work duration for any employee is considered to be 24 hours. Day start/Day end times are used to facilitate this duration.
   Day Start Time: It starts 1 hour before the Shift Start time.
   Day End Time: It indicates the 24 hour work duration completion.
6. Night Shift: The user can also set a particular shift as night shift by checking the checkbox provided.
7. Default Shift: The user can also set a particular shift as default. A default shift is applicable in case no shift is assigned to a particular employee.

8. Click "ADD" to save the Shifts details to the database.
Now the user will observe that the entered Shift appears in the Available Shifts list.
Repeat the above steps for adding more Shifts.

2 Delete/Edit Details of Existing Shifts:

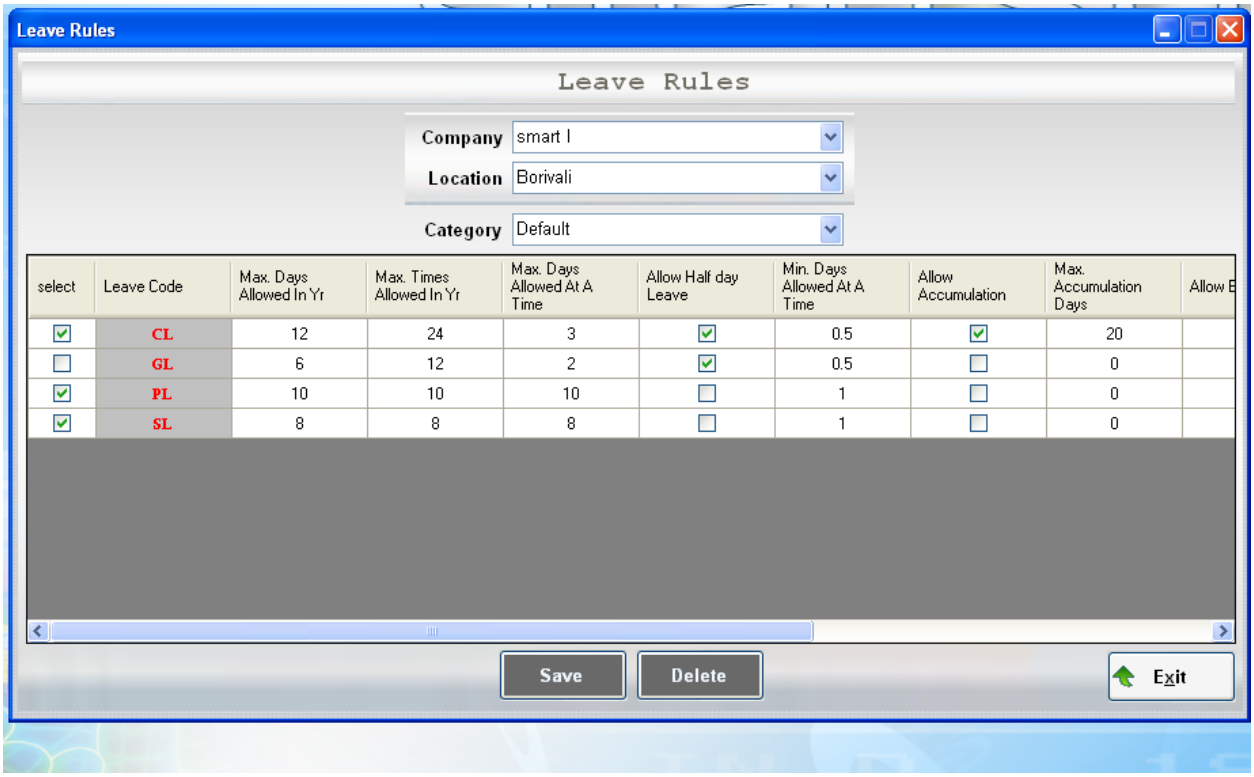
The user is also provided with the option of modifying or deleting an existing Shift.
A grid shown at the bottom of the form displays a list of all the existing Shifts.
In order to edit/delete them the user need to take following steps:

1. Select the Shift. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.
3. To Delete: select the shift and click on "Delete" and the Shift details will get deleted.

13 Leave Rules Master:

SmartATTENDANCE provides the user with a facility to set Leave Rules. Leave Rules can be applied to a particular leave under a particular Category.



With this form the user can-

1. Set Leave Rules for a particular Leave.
2. The user can also edit the details or delete the existing Leave Rules.

1 Steps to add Leave Rules:

1. The user need to select the Location/s and Category to which the Leave is applicable.
2. Select the leave code to which the leave rules are to be applied.
3. The user needs to enter the required details.

Max Days Allowed In a Year: Enter the max nos. of leaves assigned by the company during the current leaving accounting year.

Max Times Allowed In a Year: The number time the employee can take leave in a year

e.g. The value enter is 3 and if an employee takes leave for 2 days and then for 3 days and then next time for 3 days the count here is 3 times the employees has taken the leaves if the employee attempts to take the leave for 4th time the leaves shall not be sanctioned.

Max Days Allowed at a Time: The max days of leaves an employee can apply at a time e.g. 3 days then if an employee takes leave for 4 days then only 3 days shall be sanctioned as leaves and 1 day shall be marked as absent or apply separate leave for a single day.

Allow Half Day Leave: Tick mark if the half is allowed for this leave.

Min Days Allowed at a Time : Enter min nos. of days of leave that can be taken if half allowed is tick marked then min nos. of days shall be 0.5.

Allow Accumulation - This indicates whether the user want your leaves to be forwarded to the next year if not used. If YES, the user needs to check the provided Checkbox.
The user can also specify the max. No. of leaves that can be accumulated.

Max Accumulation Days: The max days that can be accumulated over the period. The nos. of days more than the max accumulation days will be lapsed or can be Encashed

Allow Encashment- This indicates whether the unused leaves can be encashed. If YES, the user needs to check the provided Checkbox.

Allows Negative Balance- This indicates whether the user can take extra leaves than allocated i.e. Negative Balance. If YES, the user needs to check the provided Checkbox.
The user can also specify the number of leaves allowed for negative balance.
Accordingly the user needs to make all the settings.

Treat IN between Week Off as Leave: If tick marked then any leave falling on week off shall be treated as leave else shall be treated as Week off.

Treat IN between Holidays as Leave: If tick marked then any leave falling on Holiday shall be treated as leave else shall be treated as Holiday.

4. Click "ADD" to save the Leave Rules details to the database.
Now the user will observe that the entered Leave Rules appears in the Available Leave Rules list.
Repeat the above steps for adding more Leave Rules.

2 Delete/Edit Details of Existing Leave Rules:

The user is also provided with the option of modifying or deleting an existing Leaves Rules.
A List box shown on the right side of the form displays a list of all the existing Leaves Rules.
In order to edit/delete them the user need to take following steps:

1. Select Leave Rule. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.

3. To Delete: select the record and click on "Delete" and the Leave Rules will get deleted.

14 Shift Roaster:

Shift Roaster is use to create or define shift pattern for creating or managing rotation of the shifts of a single or a group of employees.

The user can create or define 3 types of shift patterns

Daily basis.

Weekly basis.

Monthly basis.

Pattern Type: Daily.

In this type of pattern the shift rotates on the numbers of days specified.

E.g. there are 3 shifts that are defined in the shift master as under:

1 Steps to create Daily Pattern

The user needs to select the Company, Location/s to which the Pattern is applicable.

Select the Pattern Type Daily from the list.

Enter the Pattern code.

Enter the Pattern Name

Select the Shifts to create the pattern.

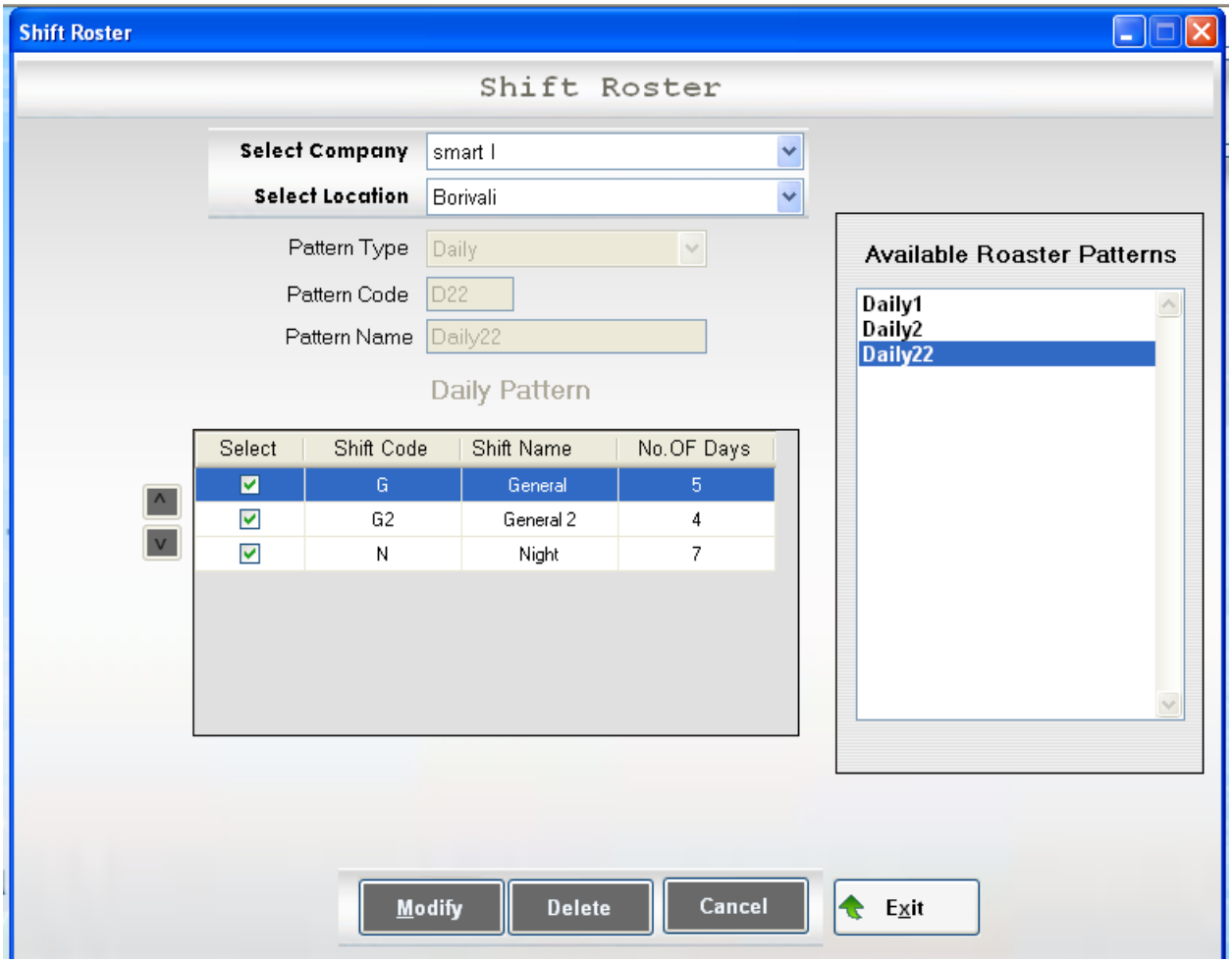
Enter the numbers of days for the shift to run.

Click on ADD button to save the pattern.

The Newly created pattern will appear in the Available Roaster Pattern list.

Shift Name	Shift Code	Shift Start Time	Shift End Time	Nos of days
General	G	09:00	18:00	5

General 2	G2	11:00	20:00	4
Night	N	22:00	06:00	7



For the purpose of explanation the pattern starts on 1st may

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

21	22	23	24	25	26	27
28	29	30	31			

The first cycle of the daily pattern is completed on 16th of May and the next cycle begins on 17th May and continuous up to 1st June.

This how the daily pattern continuous

June

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Pattern Type: Weekly.

In weekly pattern the shift changes on weekly basis.

Steps to create Weekly Pattern:

The user needs to select the Location/s to which the Pattern is applicable.

Select the Pattern Type Weekly from the list.

Enter the Pattern code.

Enter the Pattern Name

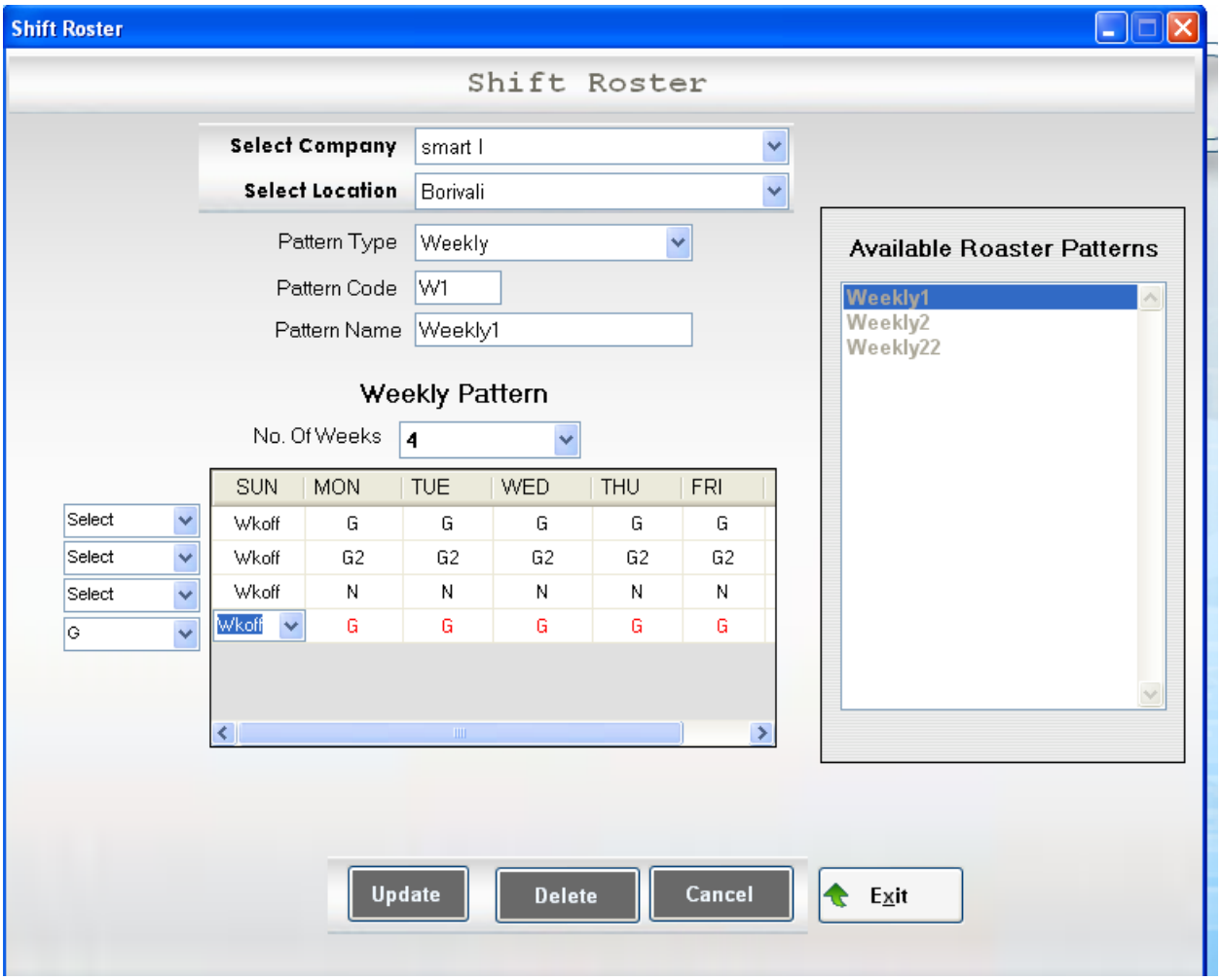
Select the No. of Weeks for the weekly pattern.

Select the Shifts for week for different weeks in the grid.

Select the Week off.

Click on ADD button to save the pattern.

The Newly created pattern will appear in the Available Roaster Pattern list along side.



Refer above figure as example for setting the weekly pattern

Shift Name	Shift Code	Shift Start Time	Shift End Time	
General	G	09:00	18:00	
General 2	G2	11:00	20:00	
Night	N	22:00	06:00	

In the example the pattern starts from 1st of the month.

May

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

3 Pattern Type: Monthly

In monthly pattern the shift changes on monthly basis i.e. after every 30 days.

Steps to create Monthly Pattern:
The user needs to select the Company, Location/s to which the Pattern is applicable.

Select the Pattern Type Monthly from the list.

Enter the Pattern code.

Enter the Pattern Name

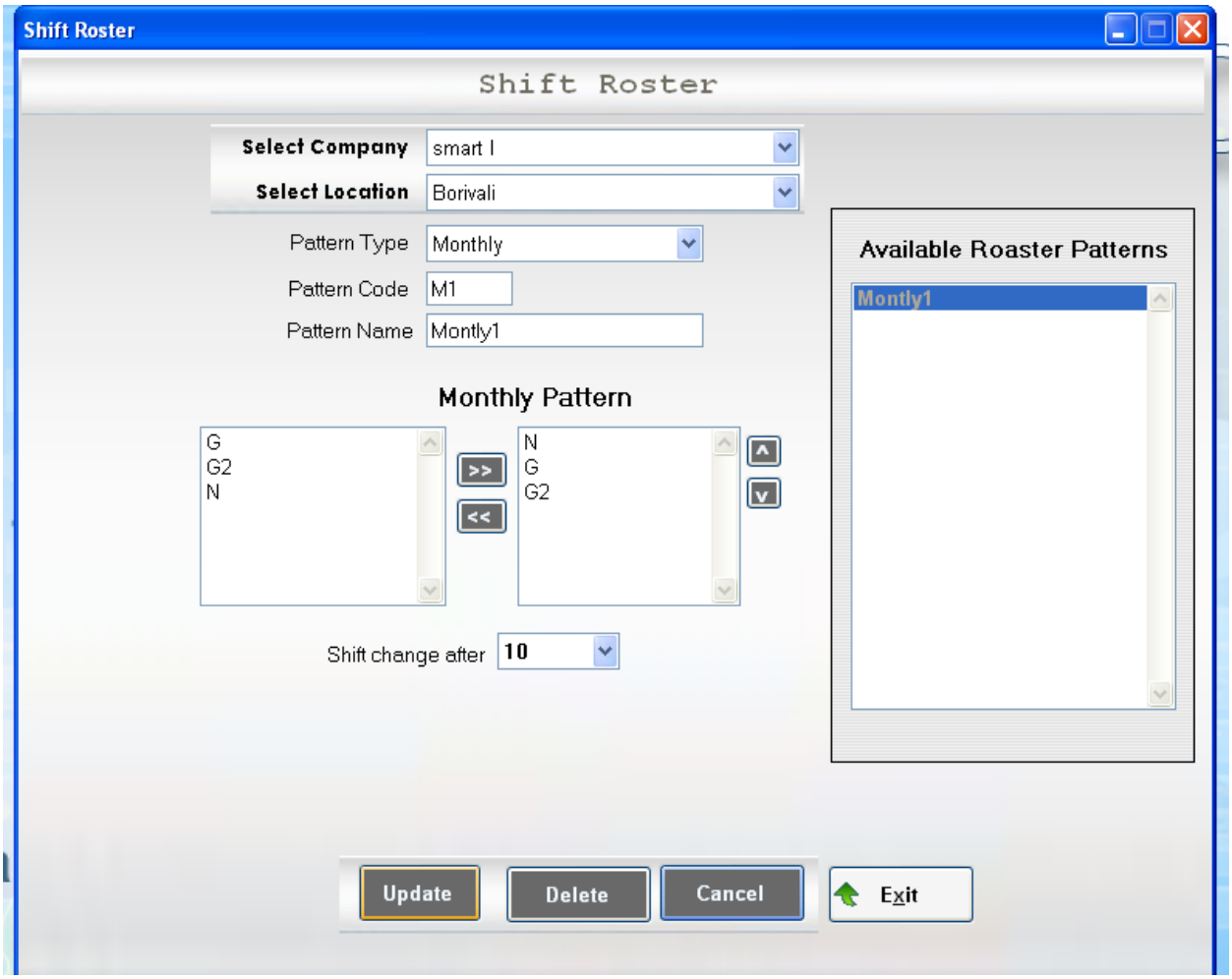
Select the No. of Weeks for the weekly pattern.

Select the Shifts from the list of shifts and move to the list box alongside.

Select the date of the month from where the shift must change.

Click on ADD button to save the pattern.

The Newly created pattern will appear in the Available Roaster Pattern list alongside.



Refer the above diagram for e.g.

Shift Name	Shift Code	Shift Start Time	Shift End Time	
General	G	09:00	18:00	
General 2	G2	11:00	20:00	
Night	N	22:00	06:00	

The shift in the pattern changes from 10th of every month.

May

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

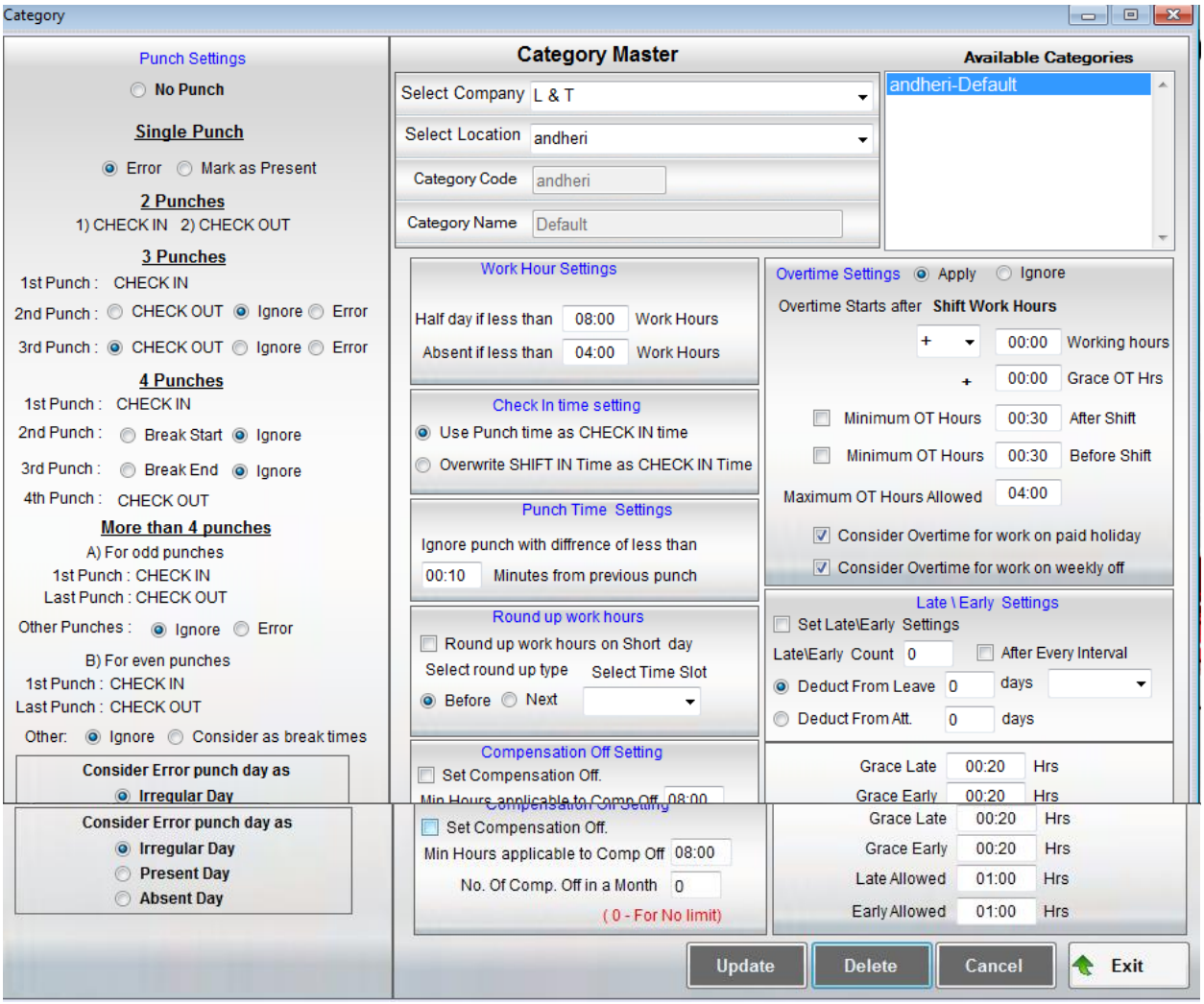
JuLy

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUgust

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

15 Category Master: Setting Attendance Policies/Rules


Category
Punch Settings
No Punch
Single Punch
Error
Mark as Present
2 Punches
1) CHECK IN 2) CHECK OUT
3 Punches
1st Punch : CHECK IN
2nd Punch : CHECK OUT Ignore Error
3rd Punch : CHECK OUT Ignore Error
4 Punches
1st Punch : CHECK IN
2nd Punch : Break Start Ignore
3rd Punch : Break End Ignore
4th Punch : CHECK OUT
More than 4 punches
A) For odd punches
1st Punch : CHECK IN
Last Punch : CHECK OUT
Other Punches : Ignore Error
B) For even punches
1st Punch : CHECK IN
Last Punch : CHECK OUT
Other: Ignore Consider as break times
Consider Error punch day as
Irregular Day
Present Day
Absent Day
Category Master
Select Company L & T
Select Location andheri
Category Code andheri
Category Name Default
Available Categories
andheri-Default
Work Hour Settings
Half day if less than 08:00 Work Hours
Absent if less than 04:00 Work Hours
Check In time setting
Use Punch time as CHECK IN time
Overwrite SHIFT IN Time as CHECK IN Time
Punch Time Settings
Ignore punch with diffrence of less than
00:10 Minutes from previous punch
Round up work hours
Round up work hours on Short day
Select round up type Select Time Slot
Before Next
Compensation Off Setting
Set Compensation Off.
Min Hours applicable to Comp Off 08:00
No. Of Comp. Off in a Month 0
(0 - For No limit)
Overtime Settings Apply Ignore
Overtime Starts after Shift Work Hours
+ 00:00 Working hours
+ 00:00 Grace OT Hrs
Minimum OT Hours 00:30 After Shift
Minimum OT Hours 00:30 Before Shift
Maximum OT Hours Allowed 04:00
Consider Overtime for work on paid holiday
Consider Overtime for work on weekly off
Late \ Early Settings
Set Late\Early Settings
Late\Early Count 0 After Every Interval
Deduct From Leave 0 days
Deduct From Att. 0 days
Grace Late 00:20 Hrs
Grace Early 00:20 Hrs
Late Allowed 01:00 Hrs
Early Allowed 01:00 Hrs
Update
Delete
Cancel
Exit

smartATTENDANCE provides the user with a facility to set Category. Category can be prepared under a Company and Location/s.

Category Master is the form provided to serve the purpose. The form structure is as shown above.

With this form the user can-
1. Add Category for a particular Company and Location/s.
2.The user can also edit the details or delete the existing Category.

1 *Steps to add Category*:

1. The user needs to select the Company and Location/s to which the Category is applicable.
2. Enter the Category Code and name which is mandatory.

Work Hours Settings:

Specify Half Day Work Hours: i.e. if the user work for less than the specified work hours it will be treated as Half Day.
Specify Absent Settings: i.e. if the user work for less than the specified work hours it will be treated as absent.

Check In Time Settings:
1. Specify whether to consider Punch timing for Check In time consideration or to overwrite Shift In time as Check In time.

2. Punch Time Setting: Specify time Interval within which punches would be ignored.ie. if specified 10 minutes then punches within 10min. range would be ignored.

Round up work hours

3. The user can also provide time round up facility. Select criteria before or after. Specify the time. Accordingly the punch times would be rounded up.
E.g. If the user punch time is 8:30 .with the settings shown in the image the punch time would rounded up to 08:00.

Compensation off Settings:

If the employee works on holidays and weekly off, those work hours can be transferred to some absent day. For that the user need to set the compensation off.
Specify Min. hours applicable to Comp. Off. It indicates that compensation off would be considered only

after the user work for the specified hours.
Also specify no. of comp. offs allowed in a month.

Overtime settings:

1. Select radio button in order to apply or Ignore Overtime Settings.
2. Set time interval after & before the shift work hours to start overtime.
Select "+" to indicate time after Shift Work Hours.
Select "-" to indicate time before Shift Work Hours.
3. Select Grace Overtime Hours: This indicates the time interval that would be given as grace to the employee for Overtime consideration.
4. The user can also provide settings for compulsory overtime before or after shift.
Minimum OT hours Before Shift: If the user check this checkbox and specify certain time interval, Overtime will be calculated only if the employee works for that time before shift.
Minimum OT hours After Shift: If the user check this checkbox and specify certain time interval, Overtime will be calculated only if the employee works for that time after shift.

Late/Early settings:

Grace Late Time: It is time that employee is allowed to come late from the scheduled shift start time without any marking on a day's attendance.

Grace Early Time: It is same as above except it denotes early going from the scheduled end time.

Late allowed Limit: Late allowed limit is the time that an employee is allowed to come late with the day's attendance showing late mark. If the employee comes later than the specified time then the first half is marked absent for the employee

Early Allowed Limit: It is same as above except it denotes early going from the scheduled end time. If the employee leaves earlier than the specified time then the second half is marked absent for the employee.

1. Check the Checkbox at the top to Apply Early/Late Settings.
2. Set Late/Early Count as interval.
If After every interval check box is checked, then the following conditions are applied only after those many late counts.
3. The user can either deduct leave or attendance days for late counts. If Deduct from Leave is true, then specified no. of leaves would be deducted from specified leave type.
4. If Deduct from Attendance is True specified no. of days would be deducted from attendance. Other settings are same as Late/Early settings.

Repeat the above steps for adding more Categories.

2 Delete/Edit Details of Existing Categories:

The user is also provided with the option of modifying or deleting existing Categories.
A list shown on the left side of the form displays a list of all the existing Categories.
In order to edit/delete them the user need to take following steps:
1.Select the Category. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.
3. To Delete: Just click on "Delete" and the Shift Calendar details will get deleted.

16 EmpActivation

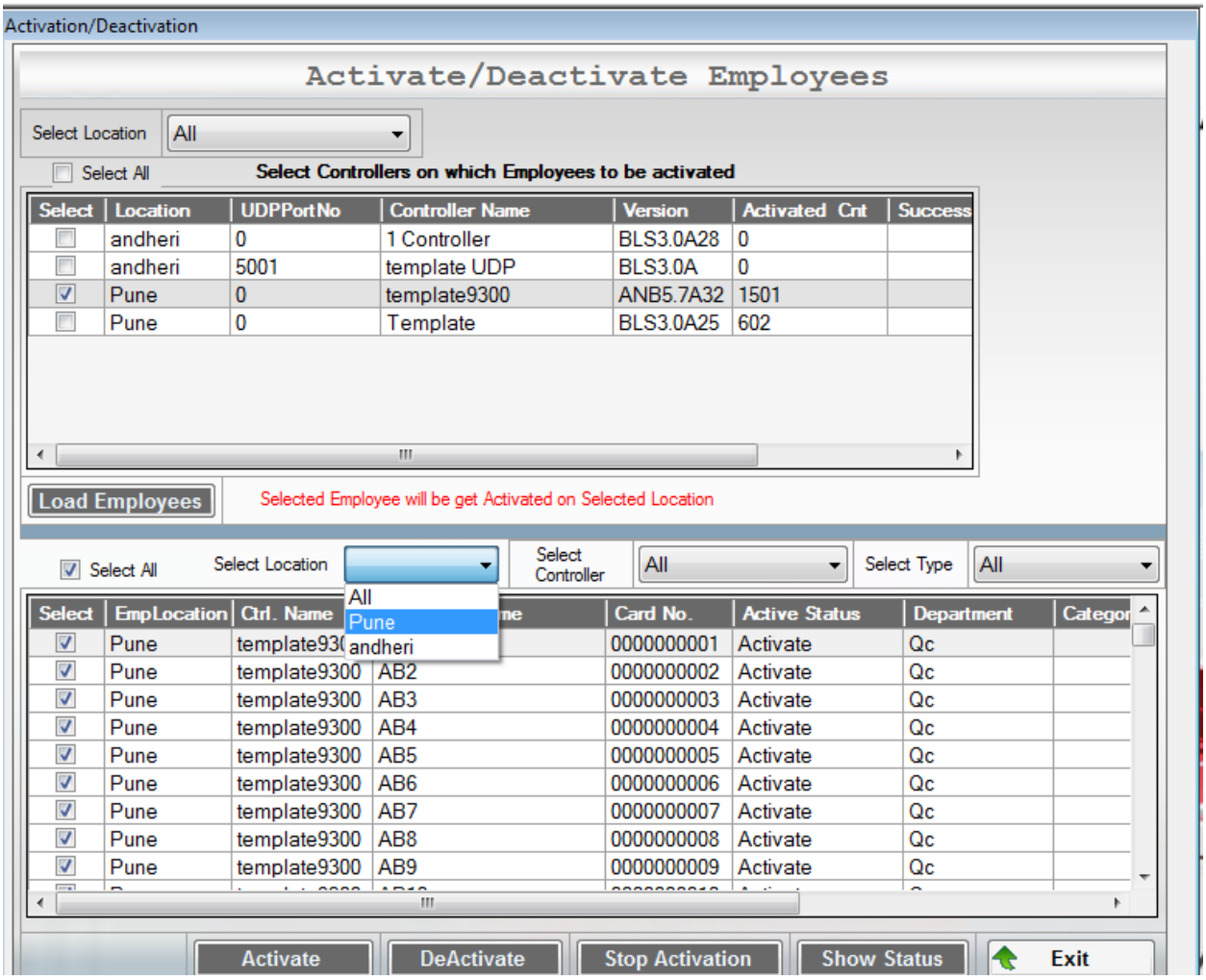
Use: This form user can Activate/Deactivate Employee:

1. Select location from the Drop down list.

2. User will get all controllers with location in the grid.

3. Select Particular controller from the grid.

4. Click on Load Employees.



5. All the employees are displayed in the Grid as shown below.

6. User can select Particular employee from the grid and then Click on Activate.

7. In the Active Status Column, User will get the ‘Activate’ status.

8. User can also Click on Select all Check box to activate all employees.

9. User will have Filtration as Employee Location, Select Controller, and Select Type.

1 Steps to Deactivate The Employees:

1. Select Particular employees from the grid and Click on Deactivate.

2.On the Selected Employees ,Status will change into Deactivate as shown Above- which means after clicking on deactivate the employee is deactivated on the application and from the Controller also .

2 Success Count/Failure Count:

1. If controller is not connected, Select any employee from the grid and click on Activate.

2. In the Active Status, User will get the status as 'Pending Activate'.

Activated Count: This Will Show Activated Employee Count

Success Count:

1. So, In the Success Count it will display as' 0' as Selected Employee is Not activated on the controller.

Failure Count:

1. Failure Count the number of employees in the Pending Activate Status.

And in the Failure Count it will Display as '1' which means employee is on the Pending Activate Status.

3 Stop Activation:

On click Activation Process will get stop

17 Template Management

1 Template Download

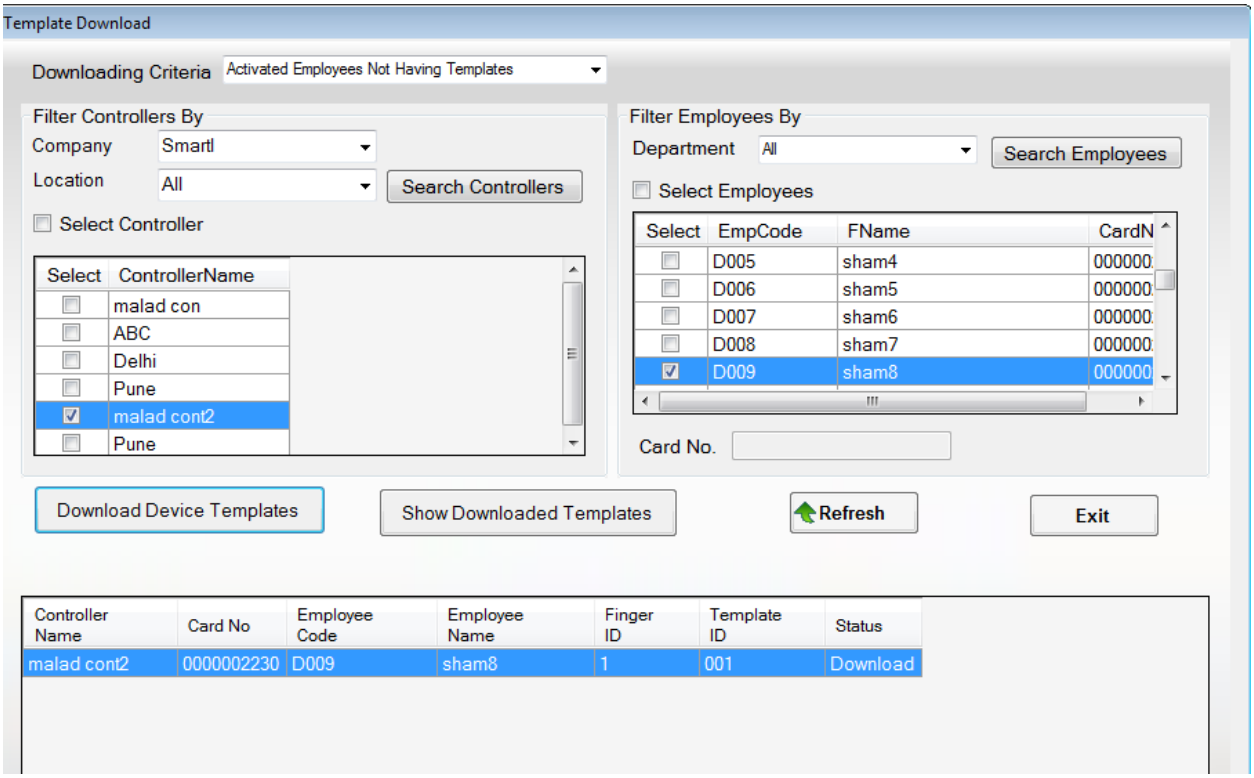
2 Download Criteria:

3 Activate Employee Not Having Templates:

This Option is use to download Employee Template whose status is Activate but who don't have Template

Select Company, location selects Controller Click on search Employee to view Those Employee who are activated but not have Template.

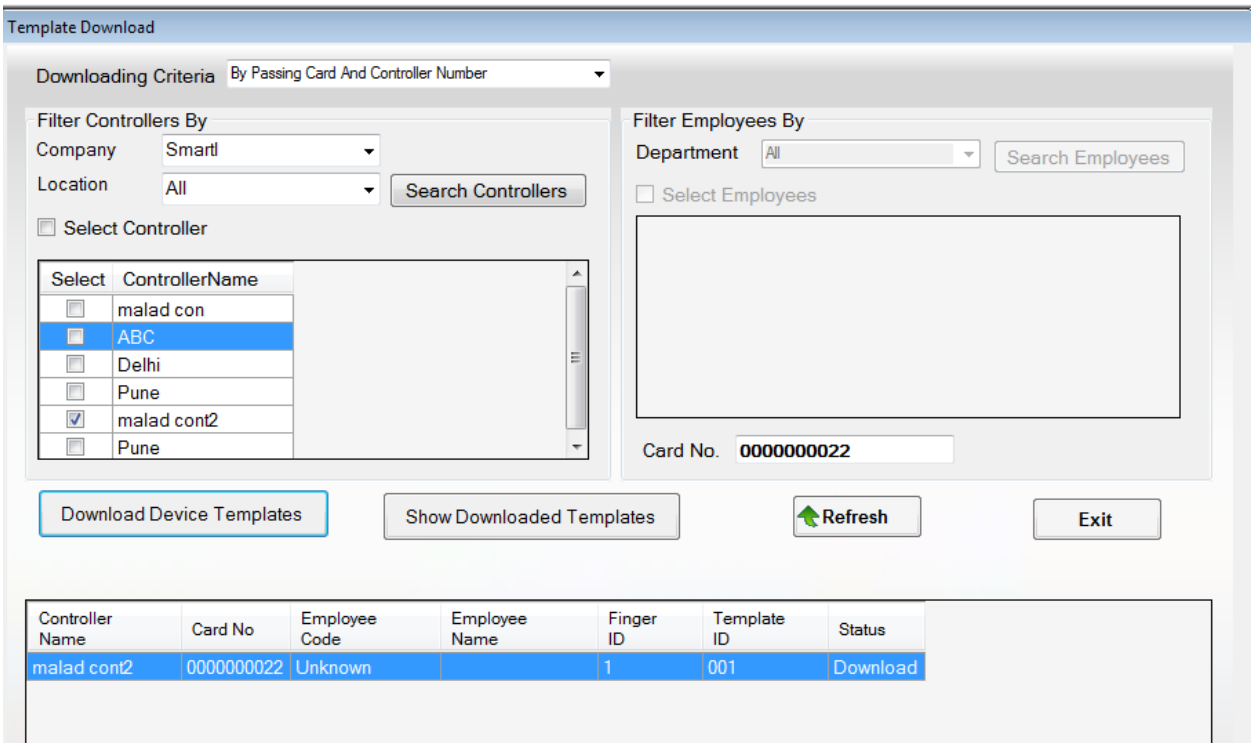
Click on Download Device Templates Button



Show Download Template: This button click will allow user to view selected Location controller, Selected Employee Already Downloaded Templates.

4 By Passing Card and Controller Number:

This option will allow user to enter Card no to Download template from selected Controller.

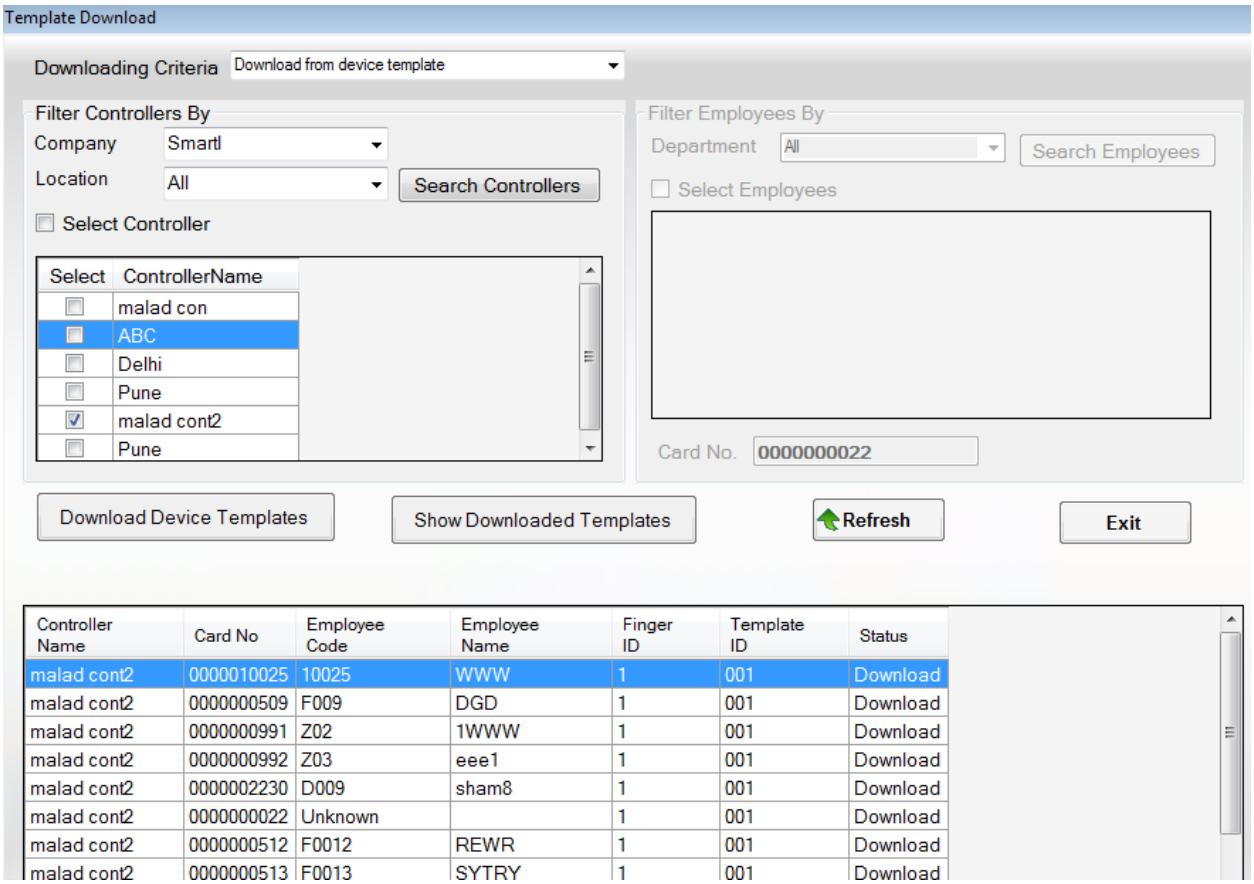


Show Download Template: This button click will allow user to view selected Location controller, Enter Card No against Downloaded Templates.

5 *Download From Device Template:*

This option allow user to download Device template from selected Location Controller.

Note: (It will download those Templates which are store in Device Template Table in the database)



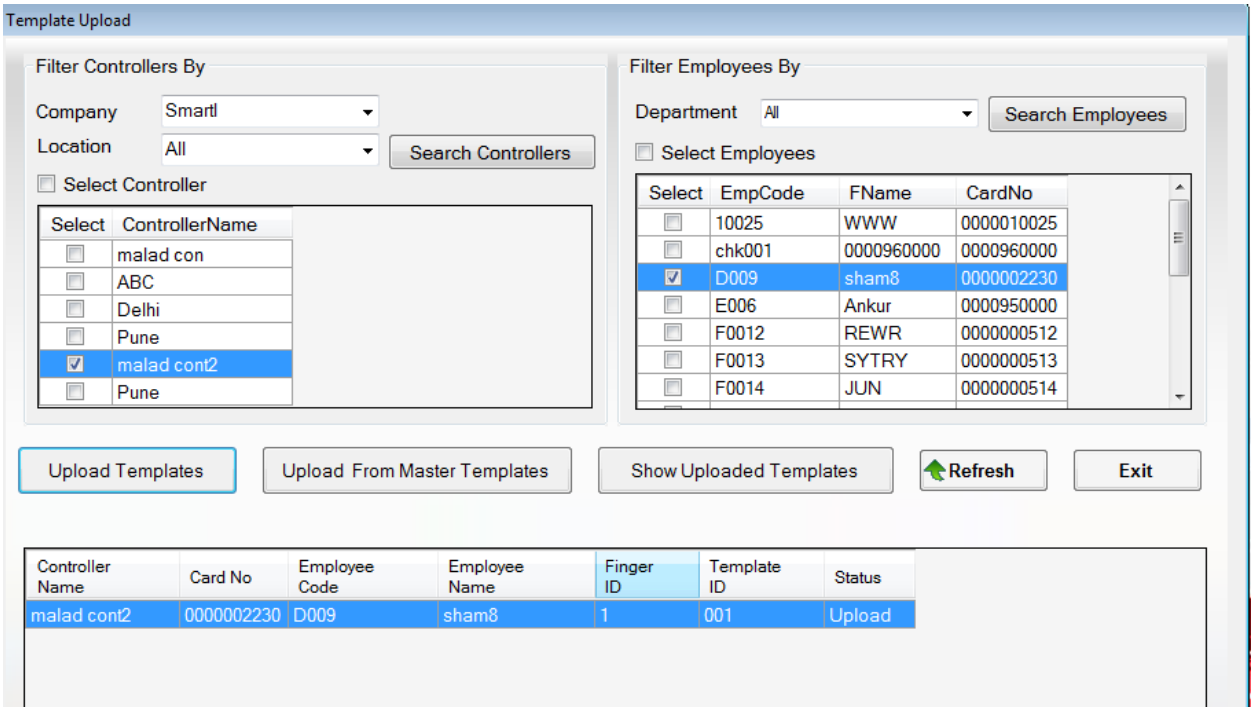
Show Download Template: This button click will allow user to view selected Location controller Employee Downloaded Templates.

18 Template Upload:

Template can be uploaded by two ways:

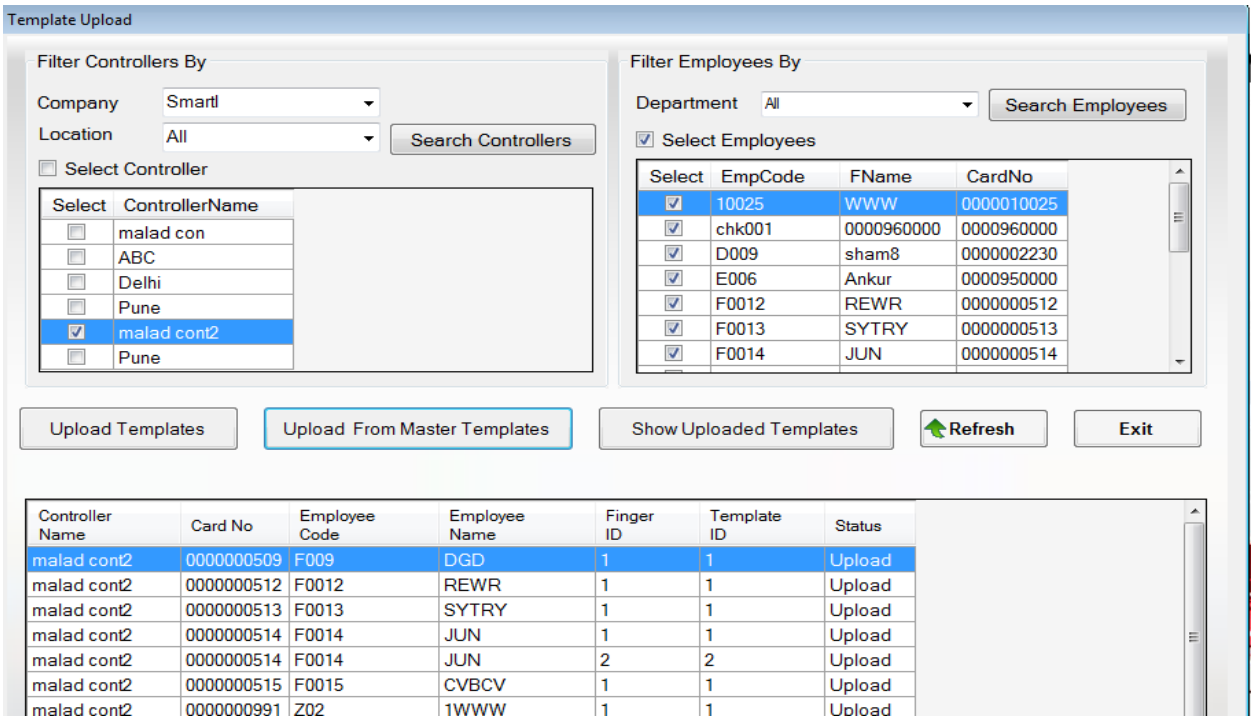
1. Upload Template (Button):

With the help of this option user can Upload Template against selected Location controller, selected Employee from Device Template table.



2. *Upload from master Template (Button):*

With the help of this option user can Upload Template against selected Location controller, selected Employee from Master Template Table.



Show Download Template: This button click will allow user to view selected Location controller Employee uploaded Templates.

19 Master Template Setting:

1.1 Steps to add Master Template Setting:

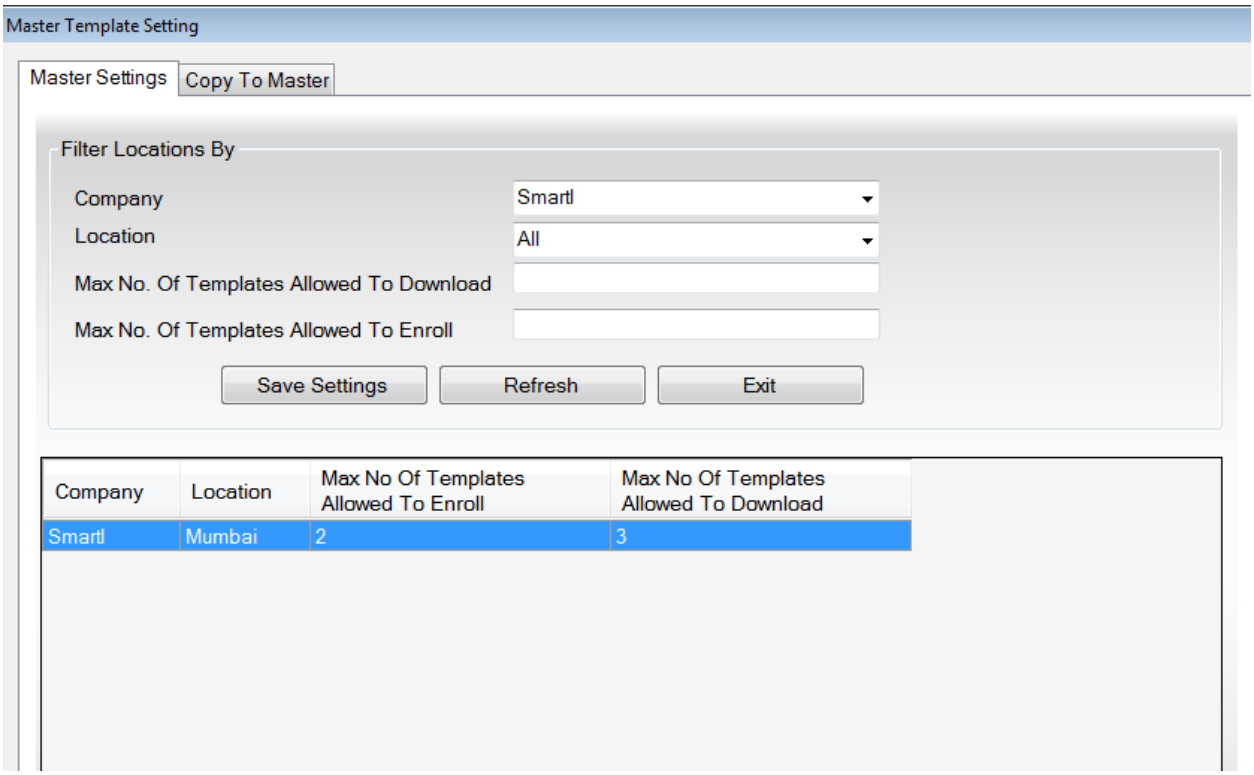
1) Select Company

2) Select Location

3) Enter Max No. of Templates Allowed To Download

4) Enter Max No. of Templates Allowed To Enroll (Upload)

5) Click on save setting. Save record will get display in the grid.



20 Copy to Master:

Steps to add Copy TO Master Setting:

1) Select Company

2) Select Location

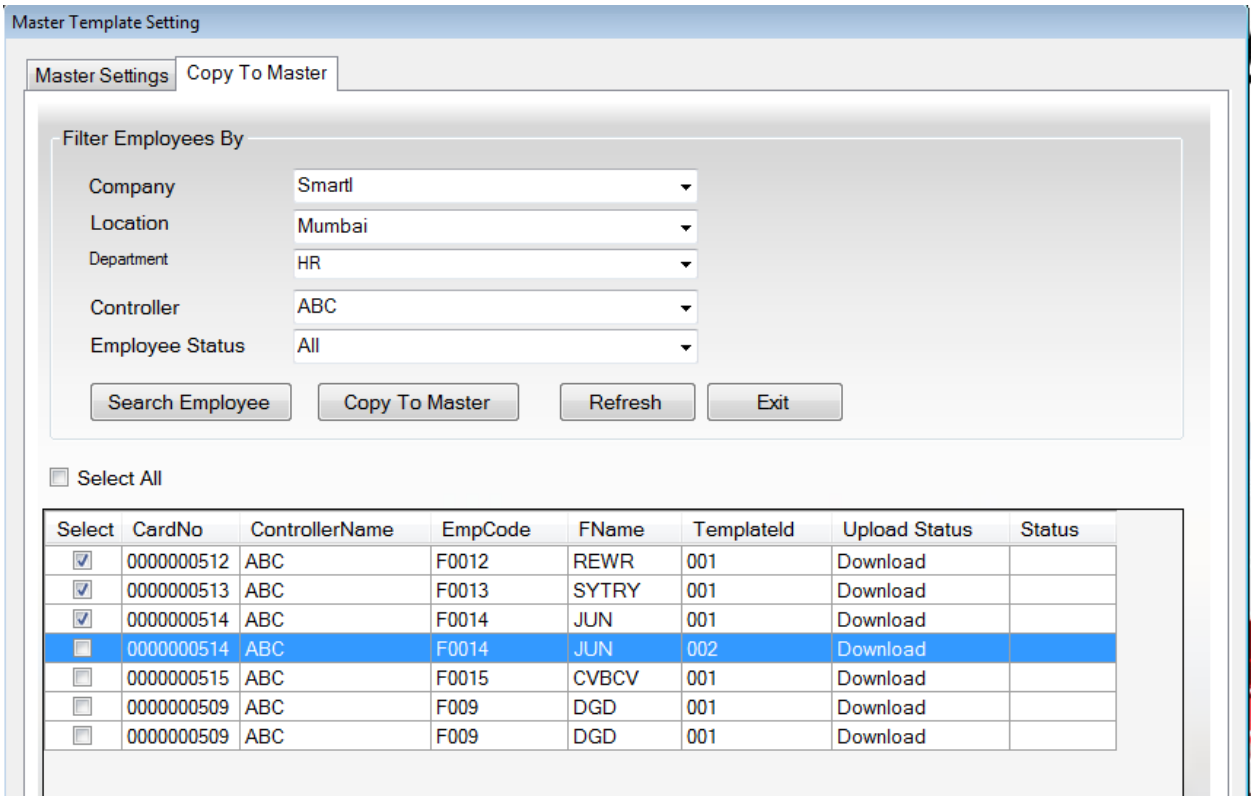
3) Select Department

4) Select Controller

5) Select Employee Status

5) Click on Search Employee. Select Employee from Display in the grid

6) Click Copy to Master Table to save Template in Master Template Table.



21 Transactions:

1 Download Transactions-

With this user can download all transactions-

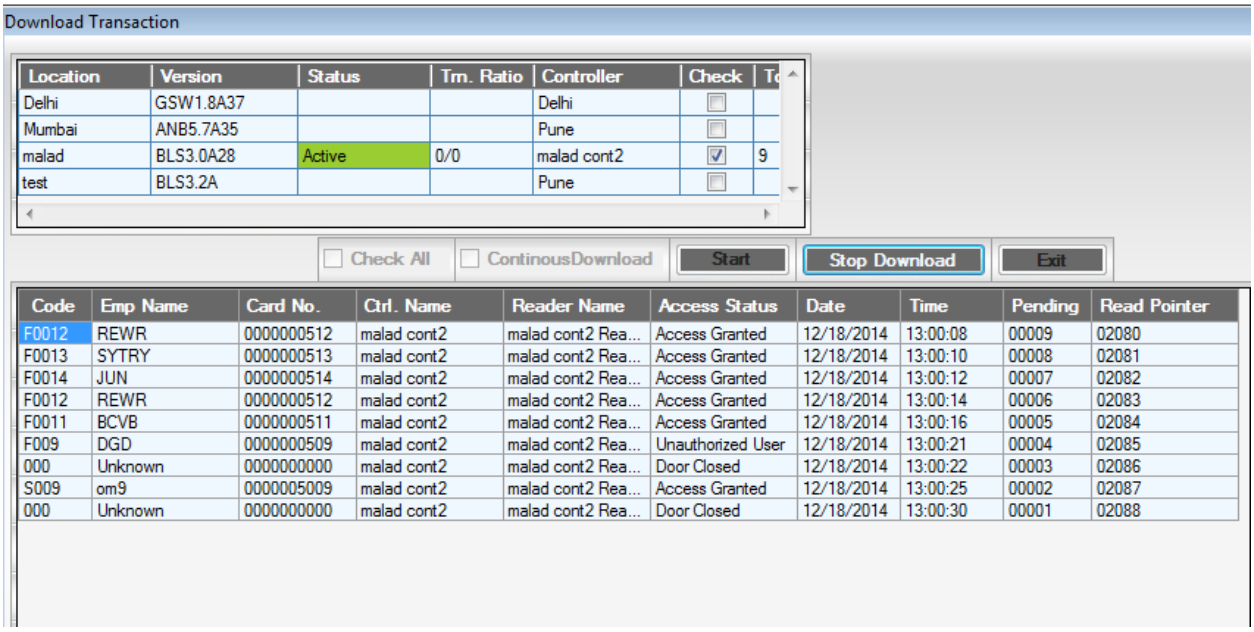
1. Select any controller from the grid, if controller is connected it will show Status as Active in green color and if controller is not connected it will show status as Not connected in Red color.

Downloading Data from controller:

1. Click on Start Download.

2. User can select multiple controllers from the grid and Click on Check all. All the transactions will be downloaded from the controller.

3. While downloading data Employee Name, Employee Code, Card No and other details are displayed on the screen.



5. Click on exit. On clicking on exit all the transactions which are displayed on the screen will be process for the Attendance.

6. in case if data is not process for Attendance software then go to Process Data Form.

2 Reindex Transactions:

ReIndexing of transactions has to be done when an Employee/Card is activated on the controller directly and not through in the Application and its transaction In that case the Application will not recognize the Employee/Card and will be show as Unknown user in the Transactions downloaded.

Steps for Reindexing Transactions-

1. Select Card type as Unknown from the drop down list.

2. In the Card No drop down list, User will get all the card no which are directly activated on the controller and so are unknown to the application

3. Select the particular card no from the Card no drop down list, give a date range and Click on Show Transactions.

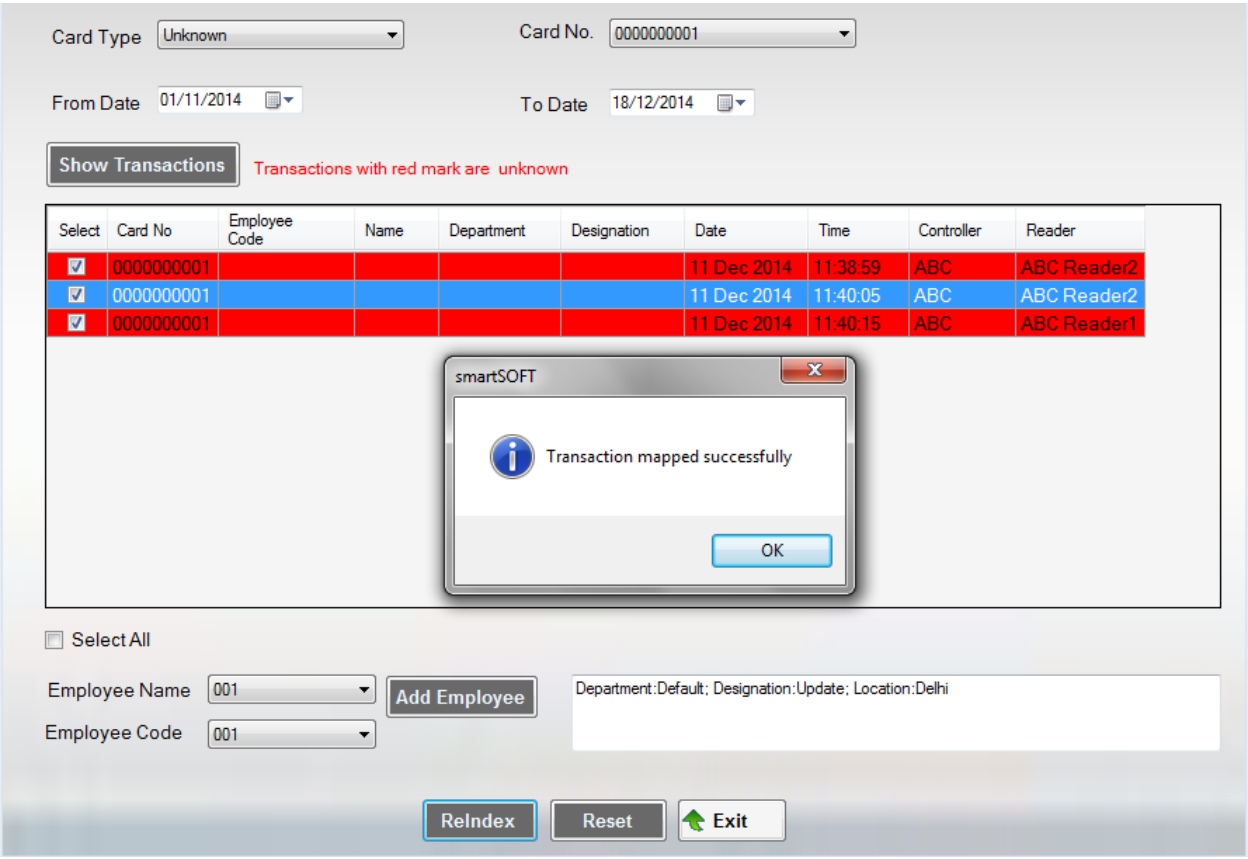
4. All transactions are displayed of the card no.

To do Mapping Follow the following Steps:

1. Select the Employee name from the drop down list.

2. Click the Check box to assign transaction to the selected employee.

3. Click on Reindex.

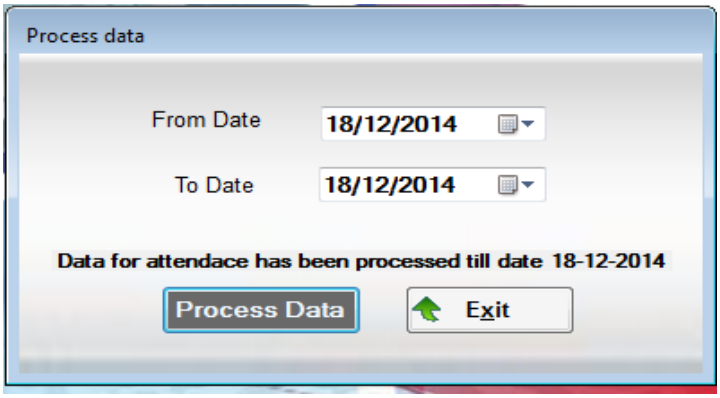


3 Process Data for Attendance:

To Process Data follow the Following Steps-

1. Here, select the date range i.e. from date and to date from List.

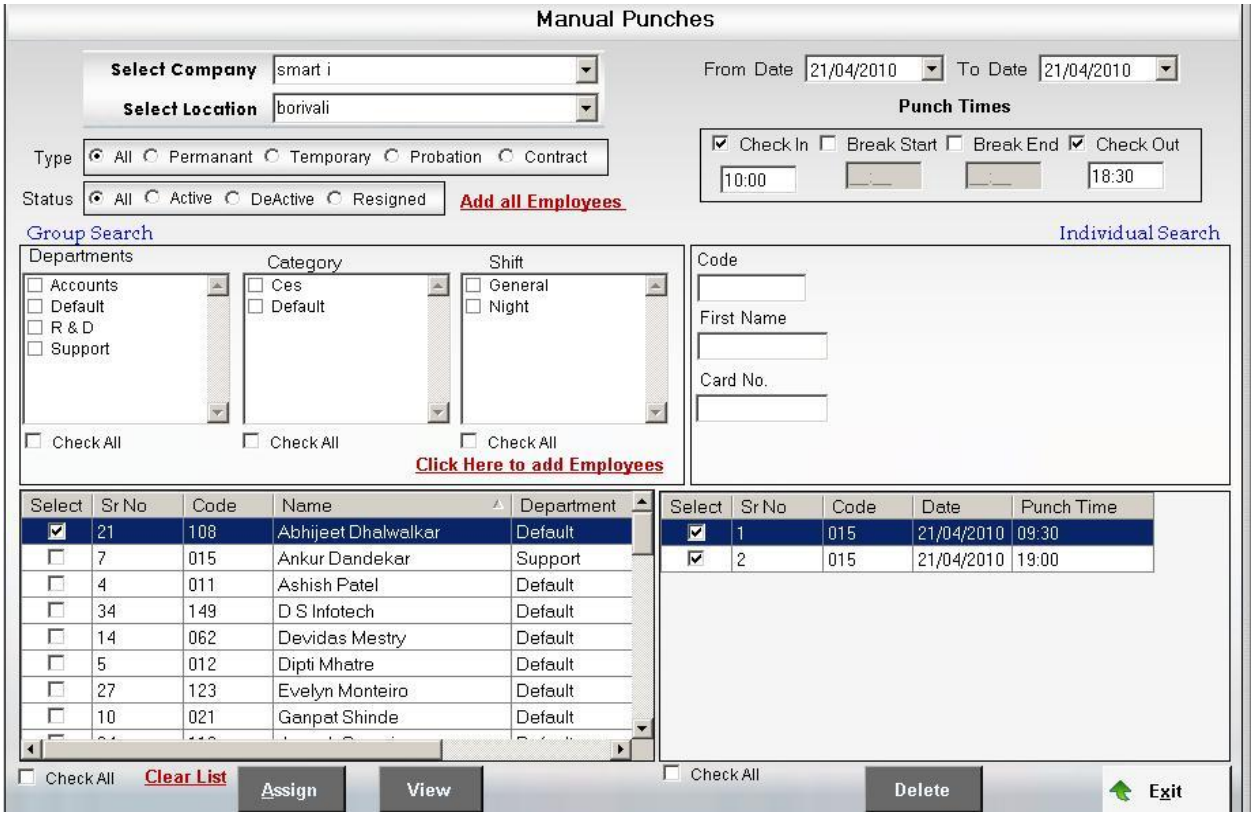
2. Click on Process Data to process the Transactions which are not processed in the Download Transactions.



22 Updation

1 *Manual Punches:*

smartATTENDANCE provides the user with a facility to add manual punches for an employee or a no. of employees at a time. Manual Punches is the form provided to serve the purpose. The form structure is as shown below



smartATTENDANCE works on Employee Data and their time logs and also provides facility to update the data. This software basically works on the time logs that are recorded across every employee.

Punch timings are these time logs i.e. the time the employee enter or leave the company the employee punches the card at the attendance Card machine. These timing are called as Punch timings.

These are saved date wise separately across each employee.

These punches are generally comes from the machine through a download Transaction into the database. But there might be circumstances when you need to add them manually. These punches are called "Manual Punches".

For e.g. .when an employee forgets to carry the cards or the finger are injured etc.

To handle such situations smartATTENDANCE provides the user an interface to add manual punches through a form named "Manual Punches"

Punches: Punches generally represent the following events:
1.Check in
2.Break in
3.Break out
4.Check out

Select Suitable Date Range: Here you need to first select a date for which to add manual punches.

Adding Manual Punch Timings:

You can select multiple employees of a particular company and location.
You can then add manual punches as shown .You can specify Check IN., Check OUT, break in and also Break Out timings as required i.e. all or any of them. And then save the details by clicking on "Assign" which will update the database

With this form the user can-
1. Add manual punches for an employee--employee-wise, department-wise or shift-wise.

Steps to add Manual punches:

1. Select the Company & Location/s.
2.Select the employees for which to add manual punches.
3. Enter the punch-timings
4.Click on Assign to assign manual punches.

Repeat the above steps for adding more manual punches.

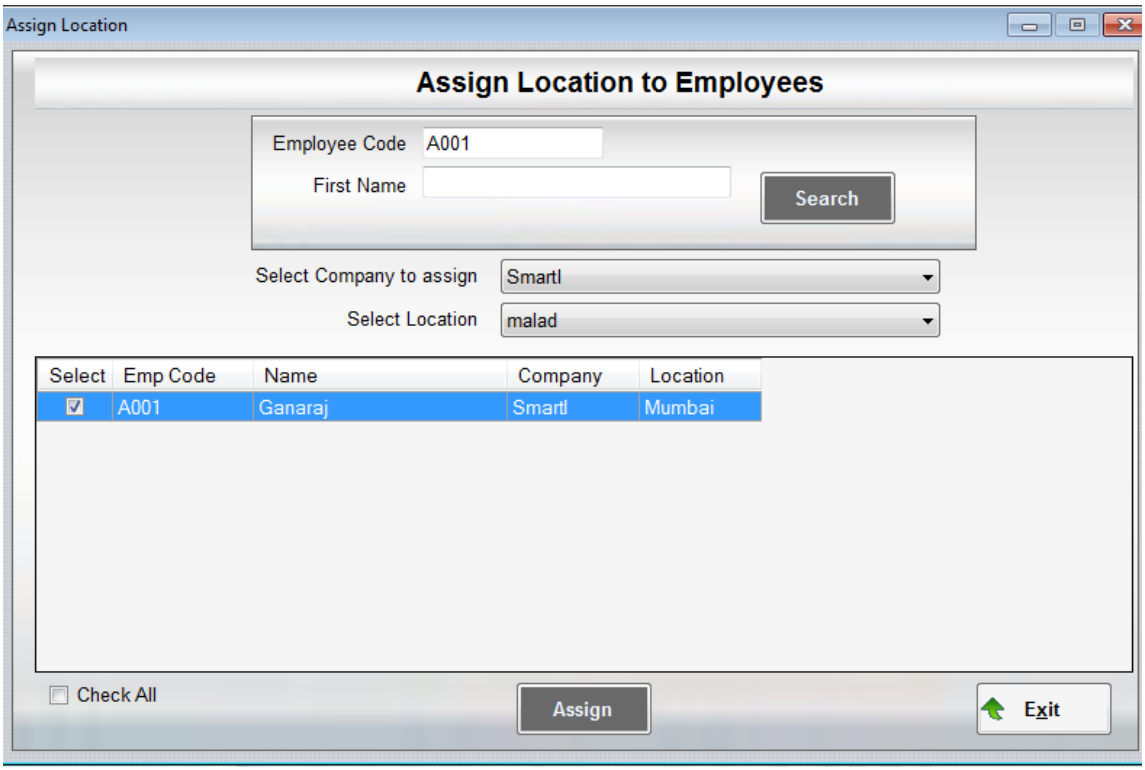
2 Assign Location:

Smart Attendance provides the user with a facility to assign Location. The user can assign Location/s to an employee or a number of employees at a time.

Assign Company is the form provided to serve the purpose. The form structure is as shown above.

Change Employee Location: There is a form "Change Employee Location" where you can search employees by Employee Code or Name. Then, you can select multiple employees and assign any other Location to them.

As shown aside you can choose your search criteria. The search results are shown in a grid at the bottom.
From this grid you can select multiple employees. Select a particular Company and Location to assign and then click on "Assign".
This will update the company and location for all those employees in the database

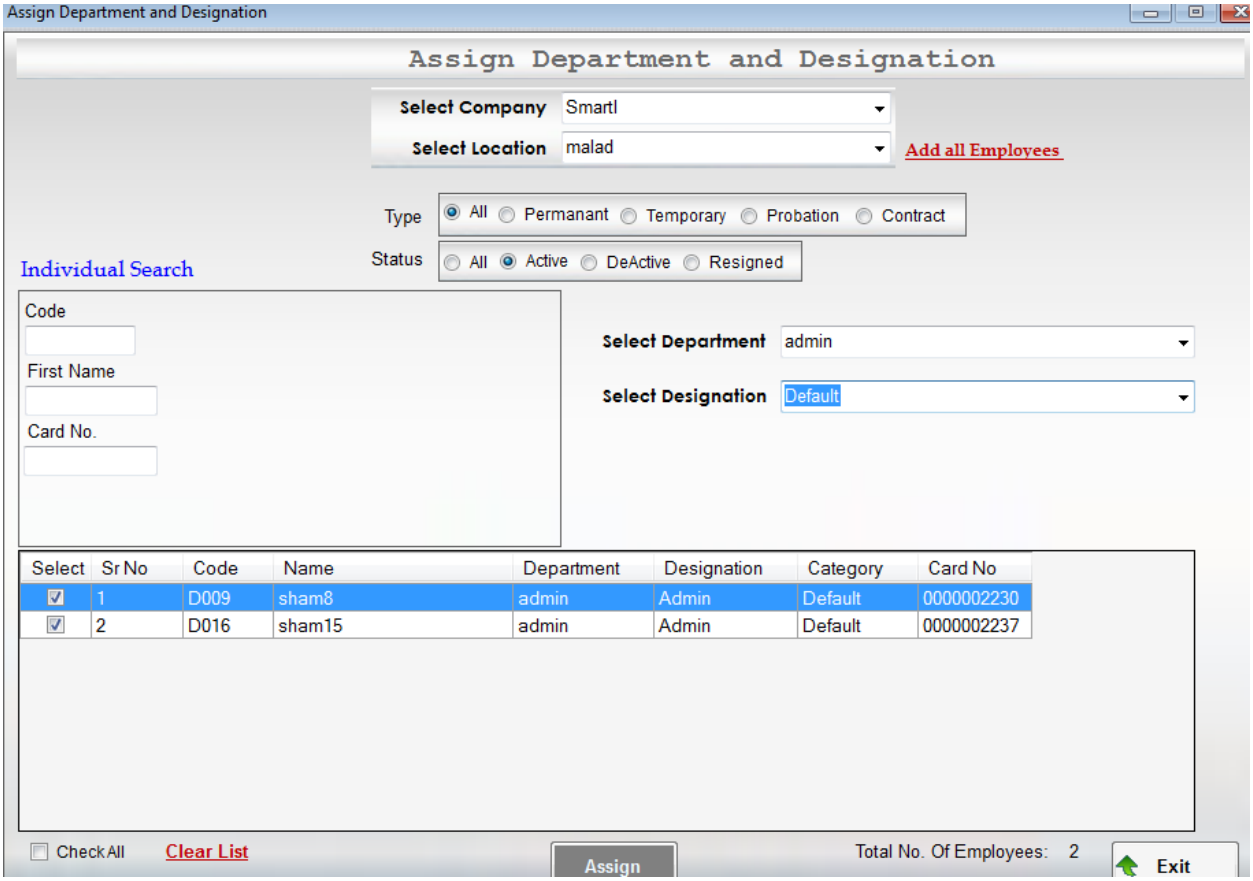


With this form the user can-
1. Assign Location/s for an employee.

Steps to Assign Company:
1. the user can search the employee according to employee code, first name or last name.
2. Select the Location/s to assign to employee.
3. Select the employees for which the user wants to assign Location/s.
4.Click on assign to assign Location/s to employees.

Repeat the above steps for assigning Location.

3 Assign Department and Designation



With this form the user can-

1. Assign Department and Designation/s for an employee.

Steps to Assign Company:

1. the user can search the employee according to employee code, first name or last name.
2. Select the Department & Designation/s to assign to employee.
3. Select the employees for which the users want to assign Department & Designation/s
4. Click on assign to assign Department & Designation/s to employees.

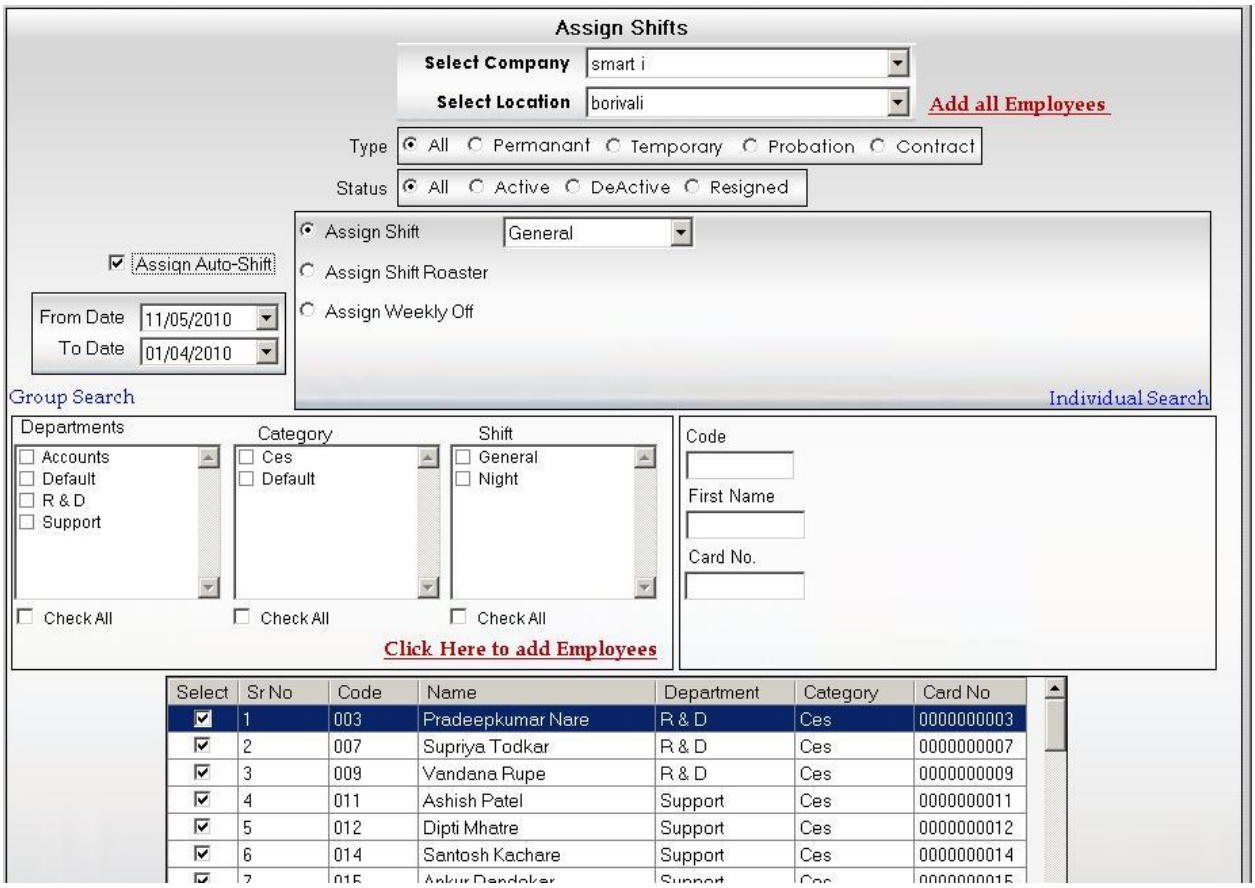
Repeat the above steps for assigning Department & Designation/s

4 Assign Shifts:

SmartATTENDANCE provides the user with a facility to assign shifts to employee. The shifts can be assigned directly within particular dates or by using a shift calendar. Weekly-offs can also be assigned.

Assign Shifts is the form provided to serve the purpose. The form structure is as shown above.

Assign Shifts: There is a form "Assign Shifts" where you can select multiple employees of a particular company and location directly or even department wise.
You can also select a suitable date range and then assign Shifts or Shift Roaster or even Weekly Off for selected employees applicable for the date range selected. And then save the details by clicking on "Assign" which will update the database.

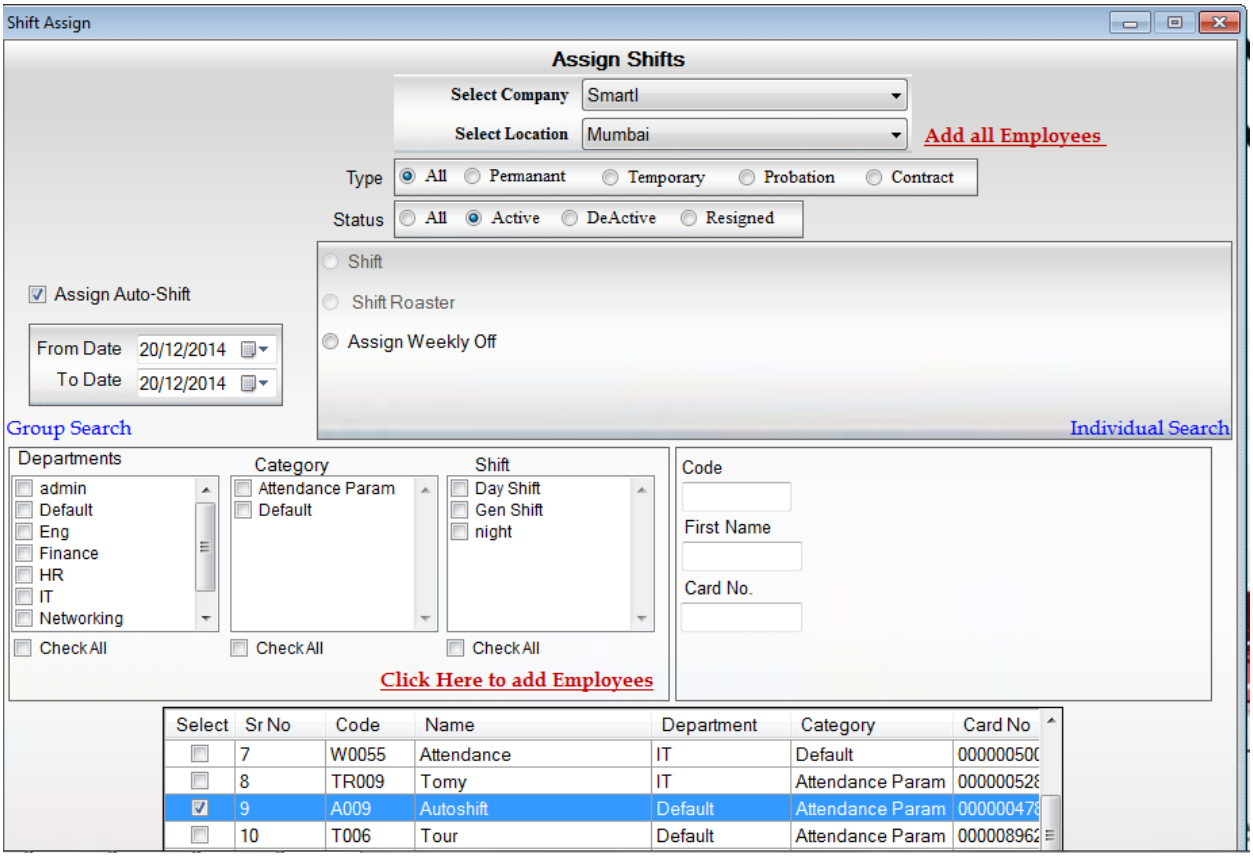


With this form the user can-
1. Assign shifts & weekly-offs for an employee using a shift-calendar or directly.

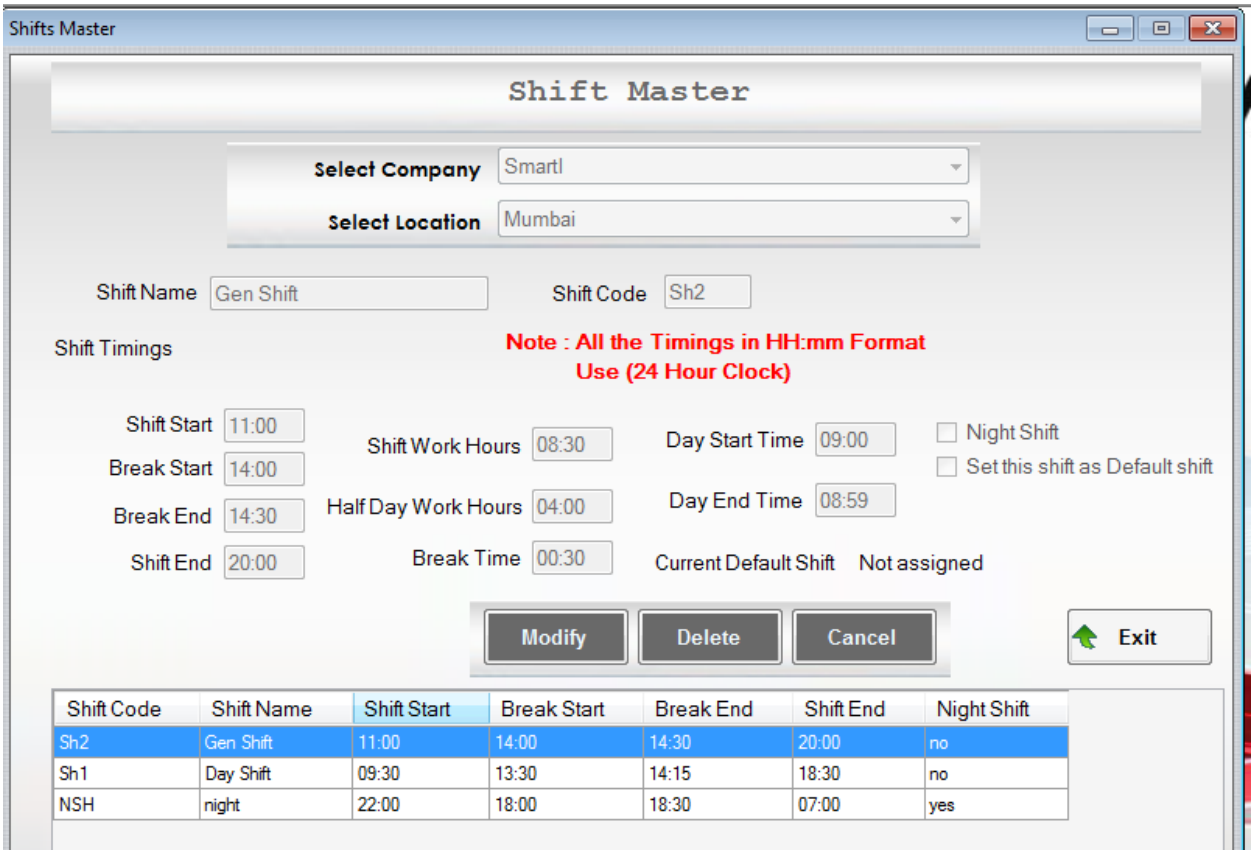
5 Assign Auto Shift :

Auto shift Logic:

If there are some shifts defined in the system & employee can come in any shift, then in this case auto shift will be applied to him in which the shift which is nearby to his check in time ,assigned to him for that Day



Here Employee Om card no 0000004789 is having Auto shift assign.



His Punches For a dated:

Manual punches:

1-12-2014 punches are 9:46 to 21:00

2-12-2014 punches are 10:45 to 22:00

3-12-2014 punches are 22.00

4-12-2014 punches are 6:45

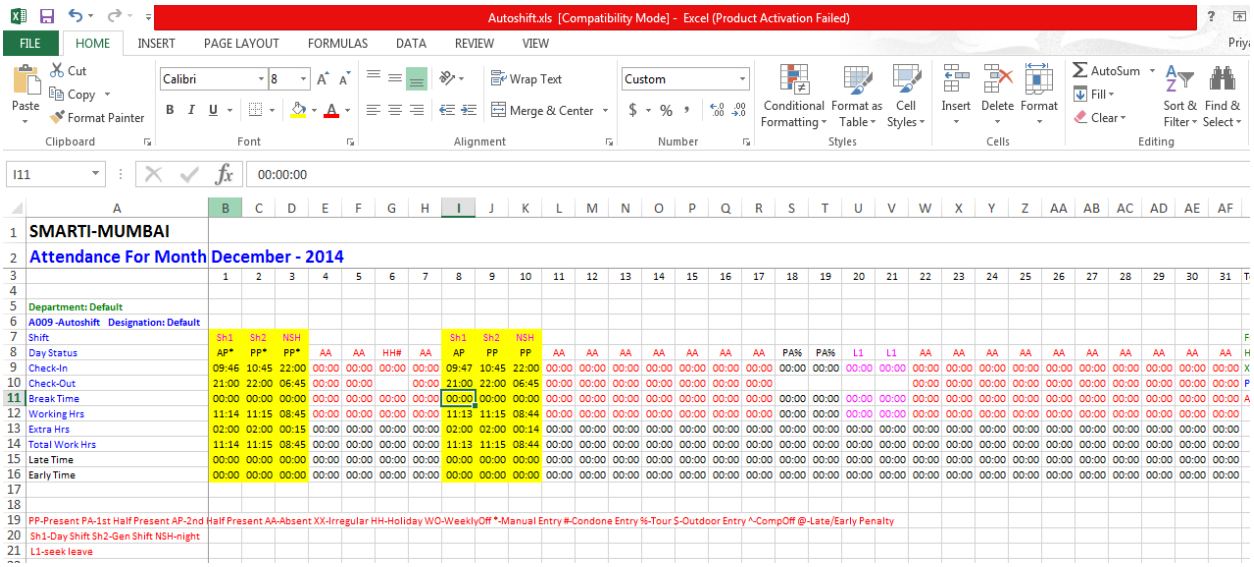
Machine punches:

8-12-2014 punches are 9:46 to 21:00

9-12-2014 punches are 10:45 to 22:00

10 -12-2014 punches are 22.00

11-12-2014 punches are 6:45


Autoshift.xls [Compatibility Mode] - Excel (Product Activation Failed)
SMARTI-MUMBAI
Attendance For Month December - 2014
Department: Default
A009 -Autoshift Designation: Default
PP-Present PA-1st Half Present AP-2nd Half Present AA-Absent XX-Irregular HH-Holiday WO-WeeklyOff *-Manual Entry #-Condone Entry %-Tour $-Outdoor Entry ^-CompOff @-Late/Early Penalty
Sh1-Day Shift Sh2-Gen Shift NSH-night
L1-seek leave

Steps to add Assign Shifts:

1. Select the Company & Location/s.
2.Select the employee-type & status to list the employees.
3. Select the employee & dates within which to apply the shifts or weekly-offs.
4. Shifts can be assigned employee-wise or department-wise i.e. to all employees in a department.
5. Click on assign to assign shifts.

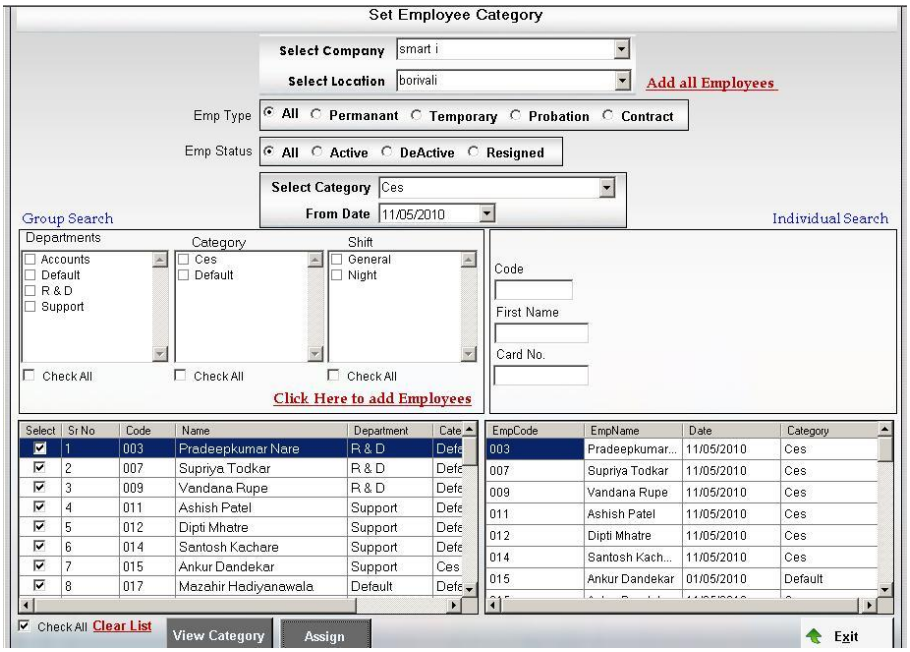
Repeat the above steps for assigning shifts.

6 *Assign Category:*

smartATTENDANCE provides the user with a facility to set a category to an employee which contains the settings for the employee.

Assign Category is the form provided to serve the purpose. The form structure is as shown above.

Set Category: There is a form "Set Category" where you can select multiple employees of a particular location and department wise.
You can select the required Category to assign. You can also select a suitable date range and then save the changes by clicking on "Assign" which will update the database.



With this form the user can-

1. Assign the category for an employee--employee-wise or department-wise

Steps to assign category:

1. Select the Company & Location/s.
2.Select the employee-type & status to list the employees.
3. Select the employees.
4. Select the category to be assigned and the dates within which that category is to be applied.
5. Click on Assign to assign the category.

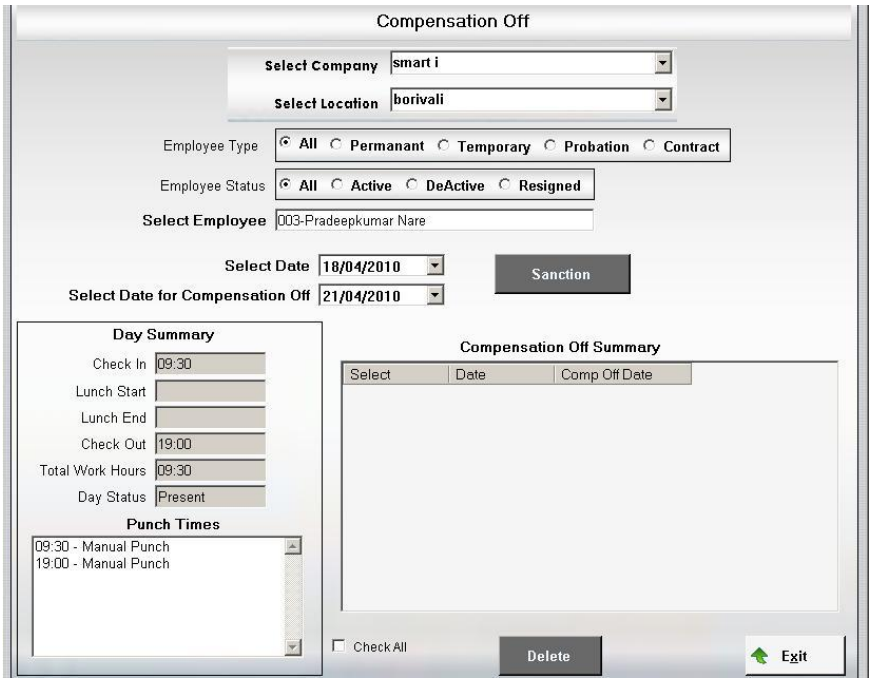
Repeat the above steps for assigning the category.

7 Compensation Off:

smartATTENDANCE provides the user with a facility to allow compensation off for an employee.

This is a form "Compensation Off" where you can select an employee of a particular company and location.

You can select the date for which to give compensation and also date on which to give the compensation. You can also view the time log details for the selected date. And then save the changes by clicking on "Sanction" which will apply the compensation and update the database.



With this form the user can-

1. Allow compensation off for an employee & shift his punches to another date on which he is absent.

Steps to assign category:

1. Select the Company & Location/s.
2.Select the employee-type & status to list the employees.
3. Select the employee.
4. Select the date for which he has worked on a holiday or weekly-off.
5. Select the date for which he is given compensation-off.
6. Click on Sanction to sanction compensation-off for that day.

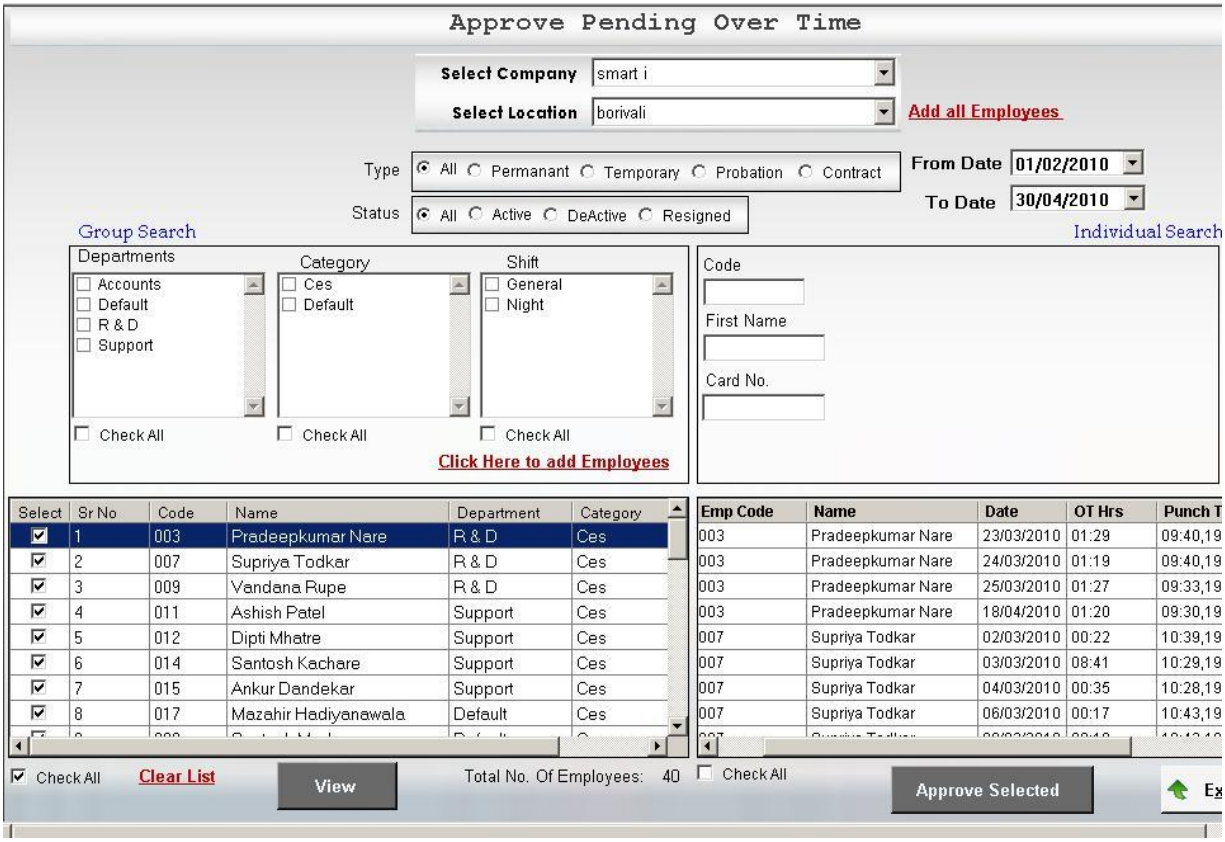
Repeat the above steps for allowing compensation-off.

8 Approve Pending OT:

smartATTENDANCE provides the user with a facility to approve the overtime for an employee. The employee may have done overtime but it requires to be approved for taking it into account.

Approve Pending OT is the form provided to serve the purpose. The form structure is as shown above.

Approve Pending Overtime: Here you can view the pending overtime records of various employees under a particular company and location. You can select multiple entries and approve the overtimes simultaneously.



With this form the user can-

1. Approve the over-time for an employee.

Steps to approve Pending OT:

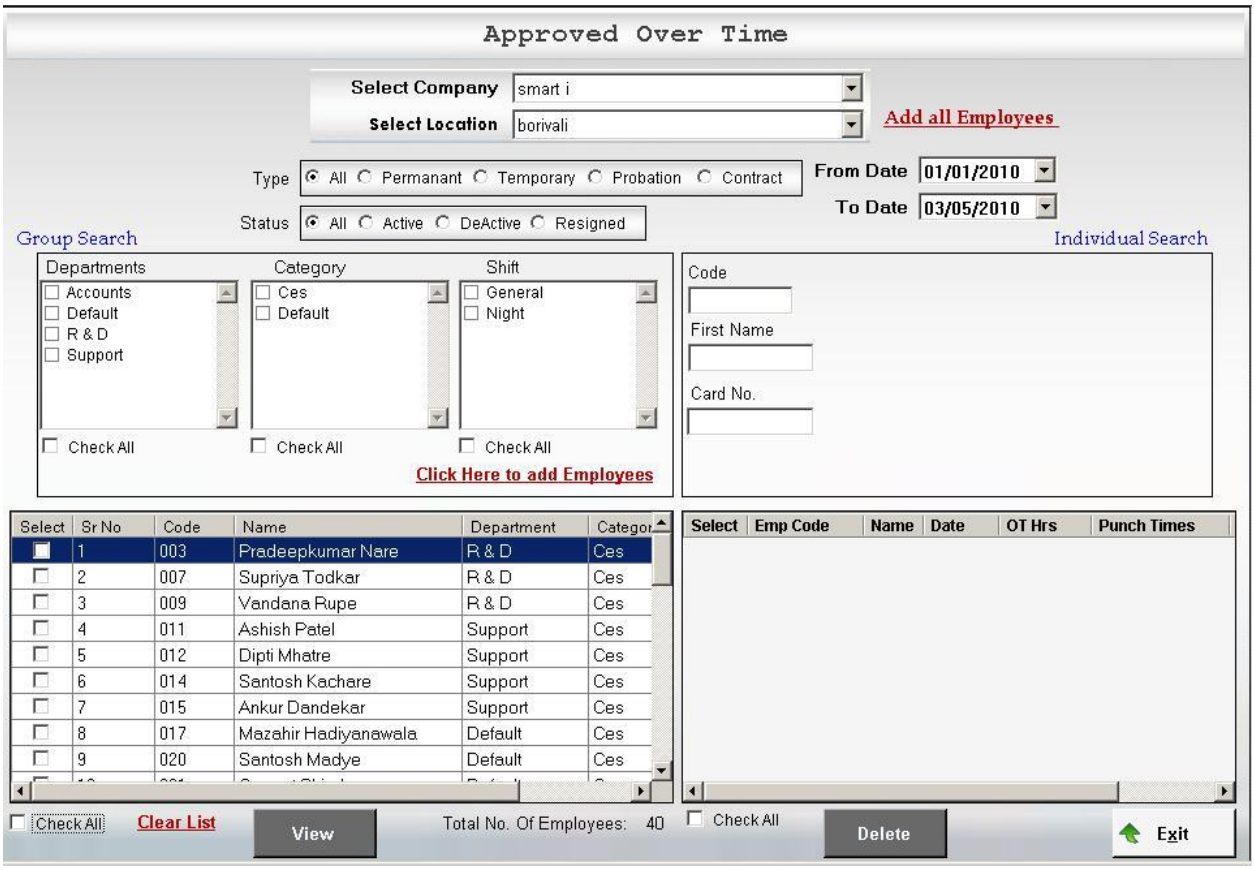
1. Select the Company & Location/s.
2.Select the employee-type & status to list the employees.
3. Click on View to the pending OT for an employee.
4. Select the records & select on Approve Selected to approve the overtime.

Repeat the above steps for Pending OT.

9 Rolling Back Approved OT:

smartATTENDANCE provides the user with a facility to View and Rolling Back approved overtime for an employee.

Approved OT is the form provided to serve the purpose. The form structure is as shown above.



With this form the user can-

1. Select save approved over-time for an employee.

Steps to save approved OT:

1. Select the Company & Location/s.
2. Select the employee-type & status to list the employees.
3. Click on View to the OT for an employee.
4. Click on Delete to Rollback OT

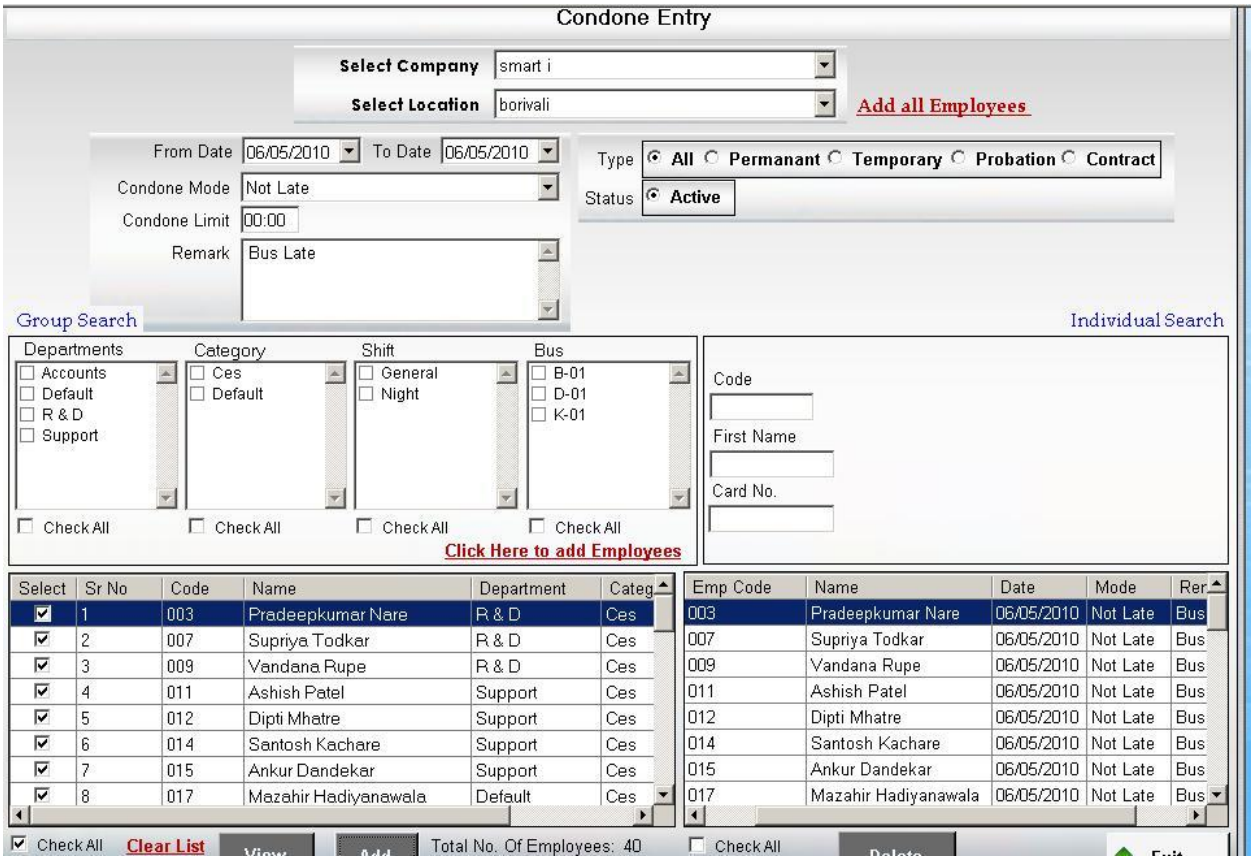
Repeat the above steps for View and Rolling Back Approved OT.

10 Condone Entry:

smartATTENDANCE provides the user with a facility to condone an employee.

The "Condone Entry" form under Updation Menu provides the user with the facility called Condone. This means giving consideration to the employee for being late or absent due to certain circumstances which

are not under control of that employee. In such cases entries can be made as condone stating the consideration to be given i.e. whether to mark No Late or Present etc. and reason etc. which will be approved by the admin. Condone entries can also be deleted.



With this form the user can-

1. Make condone entry for an employee & delete existing condone entries.

Steps to add condone entry:

1.Select the Company & Location/s.

2.Select the employee-type & status to list the employees.

3. Select the employee, department, category, shift to list the employees.

4. Enter Condone mode-present, absent, no late, no early and the condone limit i.e. the time for which condone is allowed.

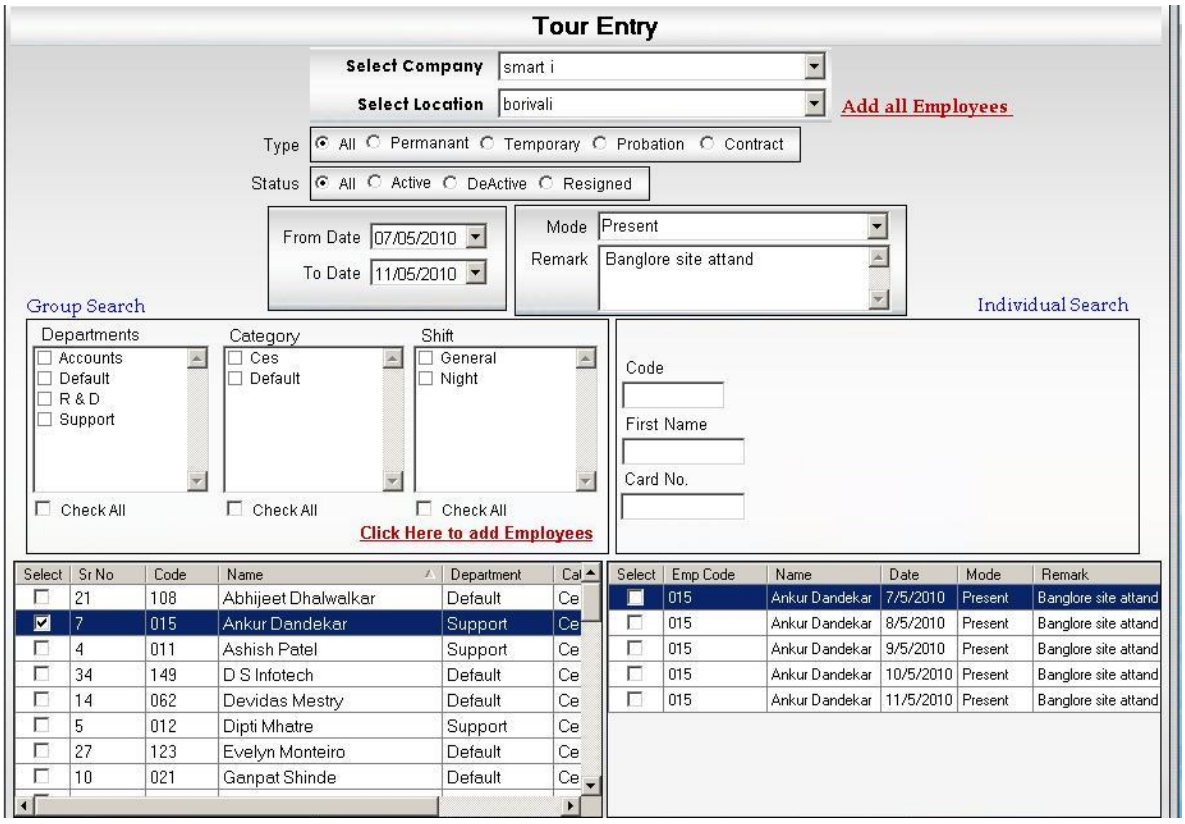
5. Click on Add Condone to add the condone entry.

6. Select an existing condone entry to delete.

11 Tour Entry:

smartATTENDANCE provides the user with a facility to make tour entry for an employee who has gone for a tour for company-purpose. He may be marked as present or half-day. The tour-entry can be made employee-wise, department-wise, category-wise or shift-wise.

There is a form called "Tour Entry" through which you can select multiple employees under a particular company or location. Select a suitable date range and thus make a tour entry for that duration.



With this form the user can-

1. Make tour entry for an employee & delete existing tour entries for an employee.

Steps to add tour entry:

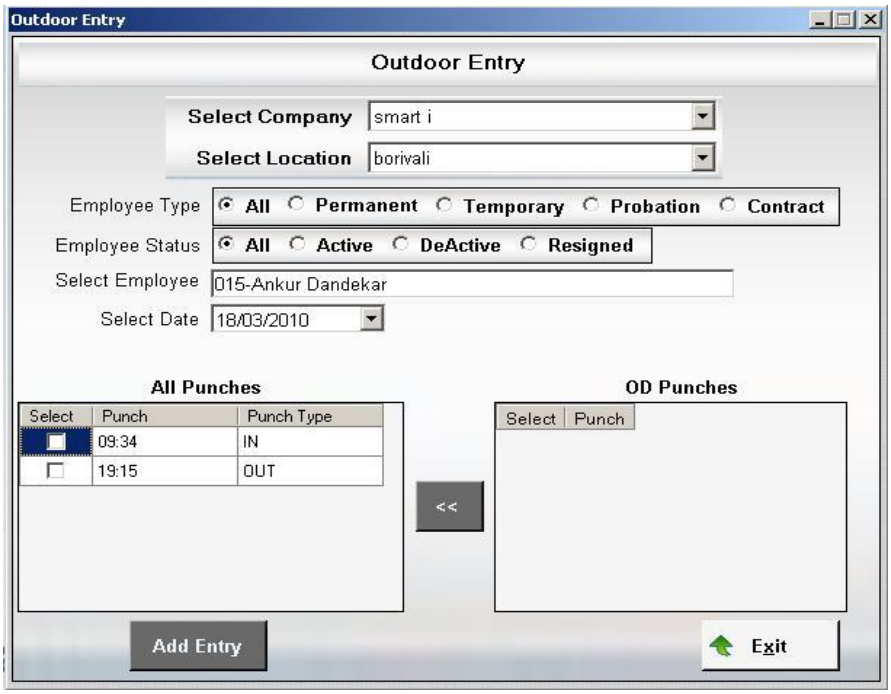
1. Select the Company & Location/s.
2.Select the employee-type & status to list the employees.
3. Select the employee & date for which to make tour entry.
4. Select the mode i.e. present or half-day & click on Add Entry to make the tour entry.
5. Select an existing entry to delete it.

Repeat the above steps for adding tour entry.

12 Outdoor Entry:

smartATTENDANCE provides the user with a facility to make outdoor entry for an employee i.e. punches can be selected to make outdoor entry.

There is a form provided named "Outdoor Entry" where you can select an individual employee of a particular company or location. Select a particular date for which to make Outdoor entries.
You can see all the punches of that employee for that date in the form of a list as shown aside.
You can select one or multiple punches made and then click on "Assign" to mark those punches as Outdoor punches.

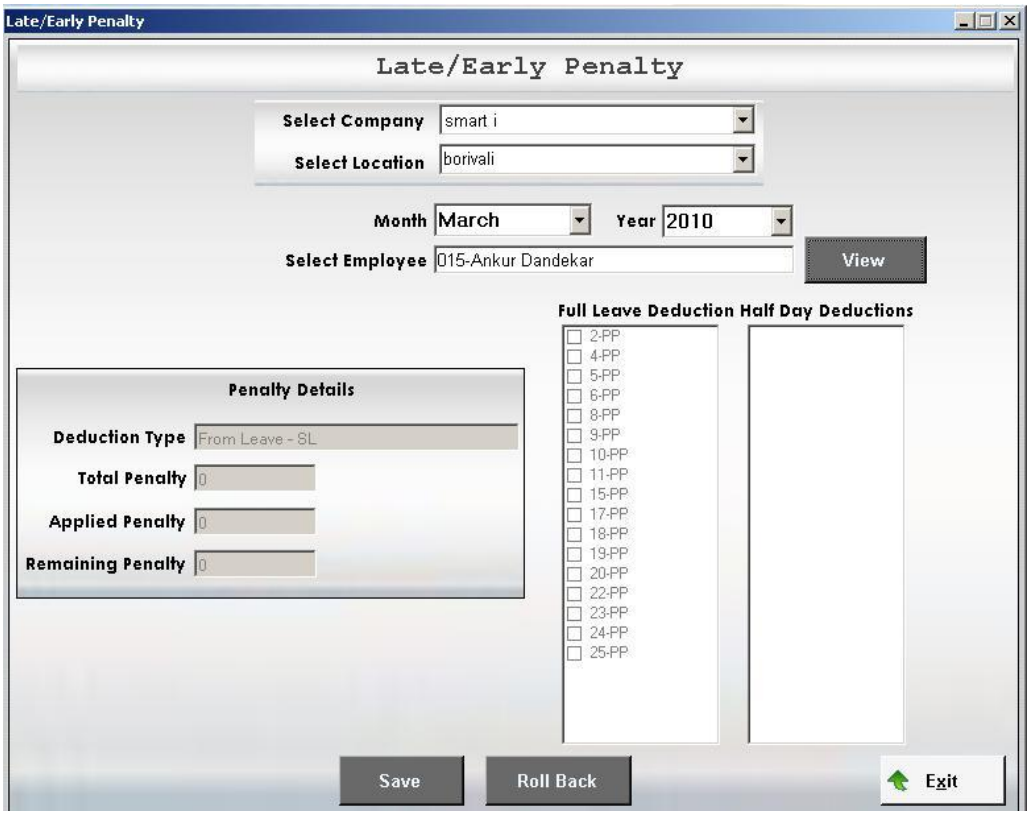


With this form the user can-
1. Make outdoor entry for an employee.

13 Late/Early Penalty:

smartATTENDANCE provides the user with a facility to make Late/Early penalty manually. This penalties are generated as per the late/early rules set in the category Master for a particular category to which the employee belongs.

Late/Early Penalty is the form provided to serve the purpose. The form structure is as shown above.



With this form the user can-

1. Execute the late/early penalty for a particular employee.

The form shows the total number of penalty.

The type of Penalty whether from the deduction is to be done from Attendance or form Leave. The Balance Penalty to be executed.

Steps to make Late/Early Penalty:

1. Select the Company & Location/s.

2. Select the Month in which the Late/Early penalty is to be executed.
3. Select the employee from the list.
4. Mark the date alongside in the list box from which the penalty is to be effected.

The First list shows the dates of full day present and the second list shows the date on which the employee was present for half day.

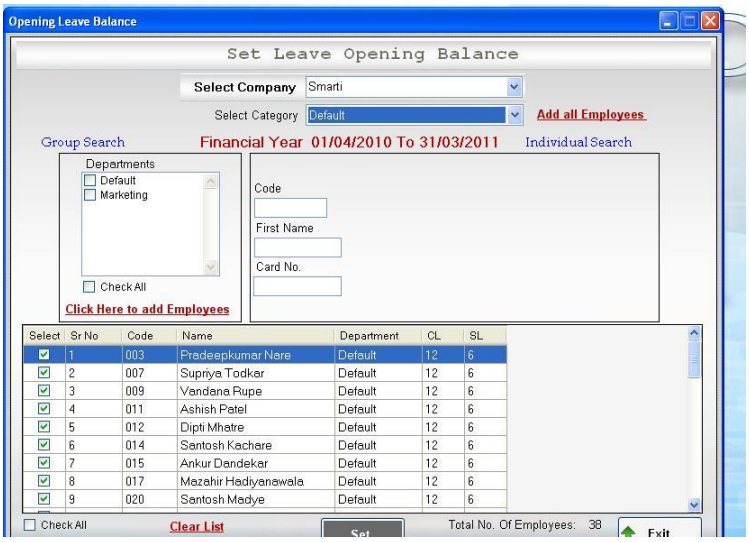
5. Click on Add Button.

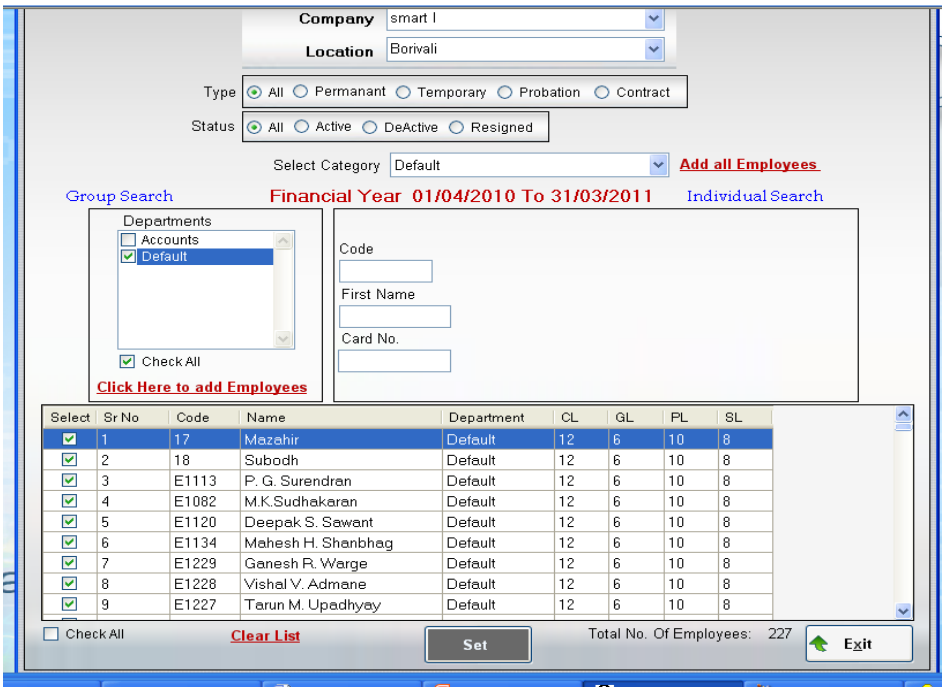
Repeat the above steps for the other employees.

23 Leave

1 Setting Leave Opening Balance:

In case of new installations; this form assigns number of pending leaves to each employee.

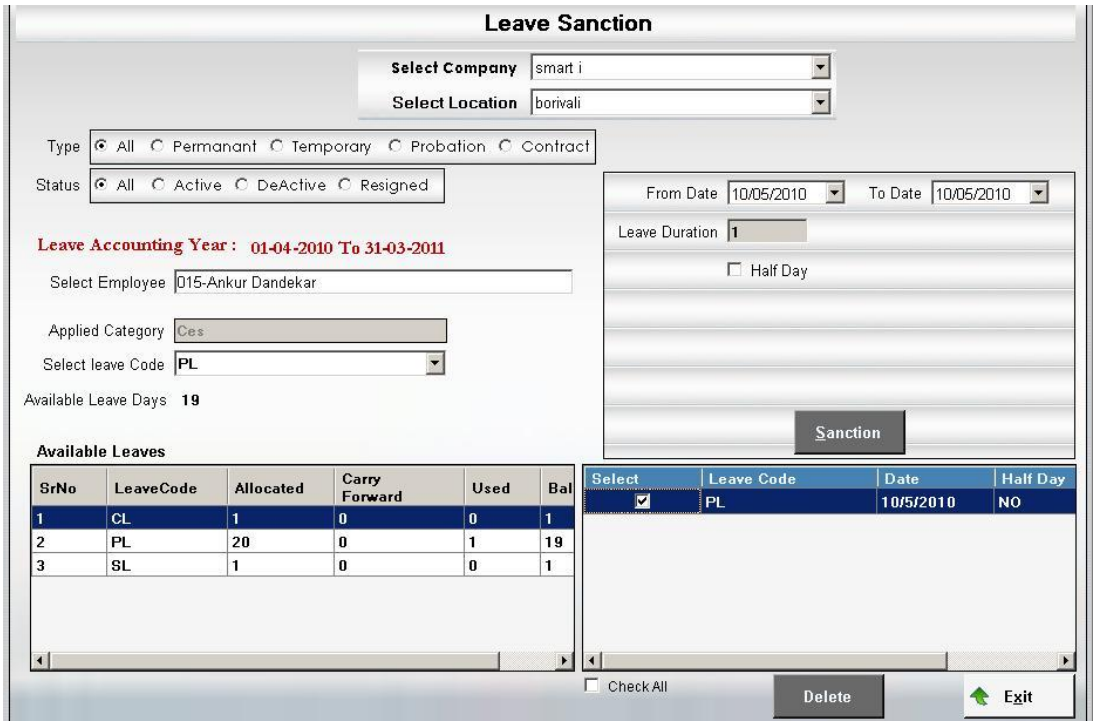




2 Leave Sanction:

smartATTENDANCE provides the user with a facility to sanction leaves for an employee.

Leave Sanction is the form provided to serve the purpose. The form structure is as shown above.



With this form the user can-

1. Sanction leaves for an employee & delete sanctioned leaves of an employee.

Steps to Sanction Leaves:

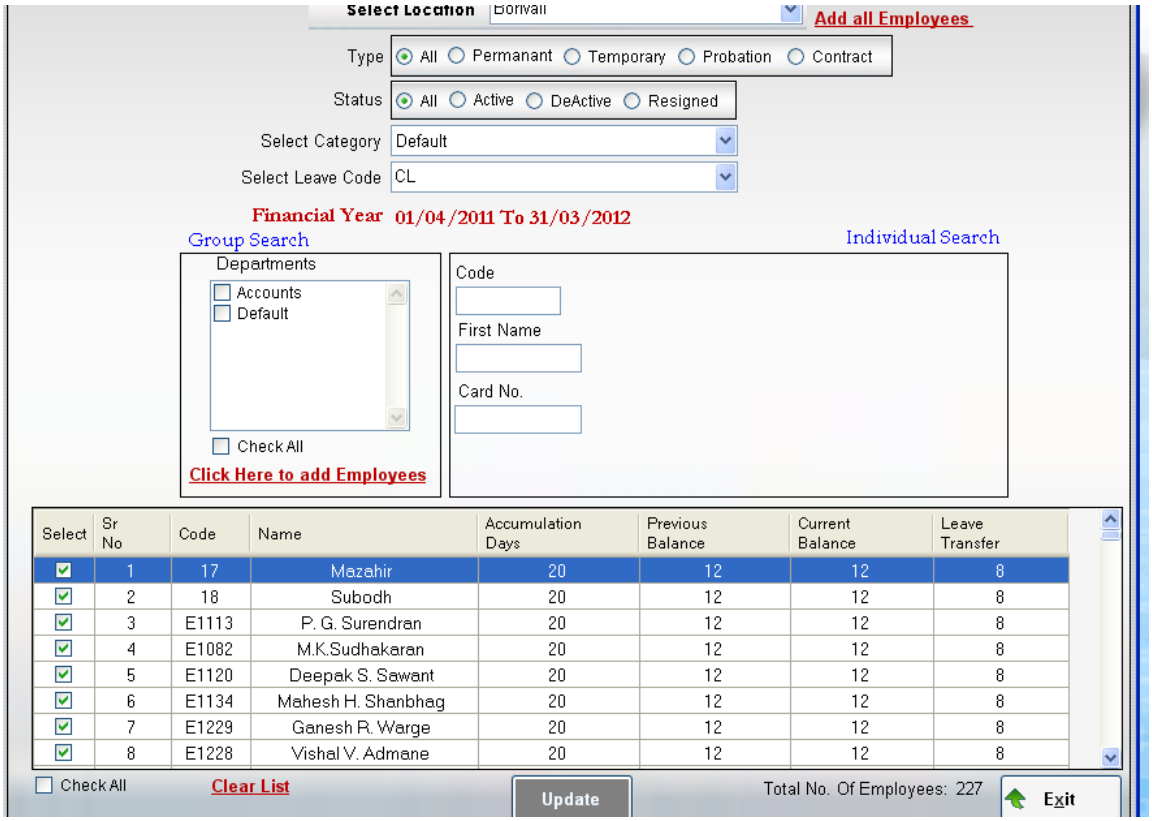
1. Select the Company & Location/s.
2.Select the employee-type & status to list the employees.
3. Select the employee & leave code applicable.
4. Select the dates for leave & click on sanction to sanction the leaves.
5. Select a sanctioned leave to delete it in case if an error has been done on the part of the operator.

The Available leaves get updated in the grid shown alongside.

Repeat the above steps for sanctioning leaves.

3 Leave Carry Forward:

This form is used to carry the balance leaves to the next year.


Select Location
Borivali
Add all Employees
Type All Permanant Temporary Probation Contract
Status All Active DeActive Resigned
Select Category Default
Select Leave Code CL
Financial Year 01/04/2011 To 31/03/2012
Group Search
Individual Search
Departments
Accounts
Default
Check All
Click Here to add Employees
Code
First Name
Card No.
Select | Sr No | Code | Name | Accumulation Days | Previous Balance | Current Balance | Leave Transfer
1 | 17 | Mazahir | 20 | 12 | 12 | 8
2 | 18 | Subodh | 20 | 12 | 12 | 8
3 | E1113 | P. G. Surendran | 20 | 12 | 12 | 8
4 | E1082 | M.K.Sudhakaran | 20 | 12 | 12 | 8
5 | E1120 | Deepak S. Sawant | 20 | 12 | 12 | 8
6 | E1134 | Mahesh H. Shanbhag | 20 | 12 | 12 | 8
7 | E1229 | Ganesh R. Warge | 20 | 12 | 12 | 8
8 | E1228 | Vishal V. Admane | 20 | 12 | 12 | 8
Check All
Clear List
Update
Total No. Of Employees: 227
Exit

24 Setting

1 Change Password:

smartATTENDANCE provides the user with a facility to change the password for the User Login.

Change Password is the form provided to serve the purpose. The form structure is as shown above.

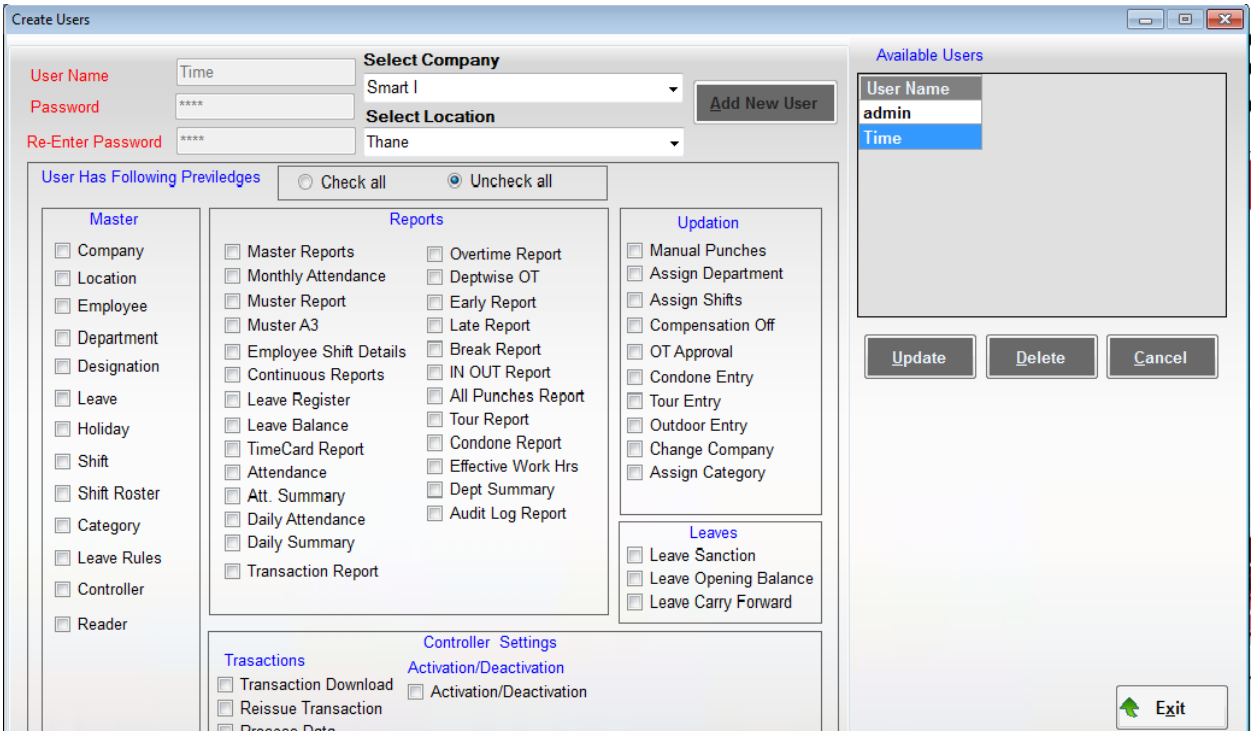
With this form the user can-
1. Change your Password.

Steps to change Password:

1. Enter the old Password and New Password. Click on Change to change the Password.

2 Create Users:

smartATTENDANCE provides the user with a facility to create users for the system and assign rights to them.



Create Users is the form provided to serve the purpose. The form structure is as shown above.

With this form the user can-
1. Create new user for the system.
2. The user can also edit the details or delete an existing User.

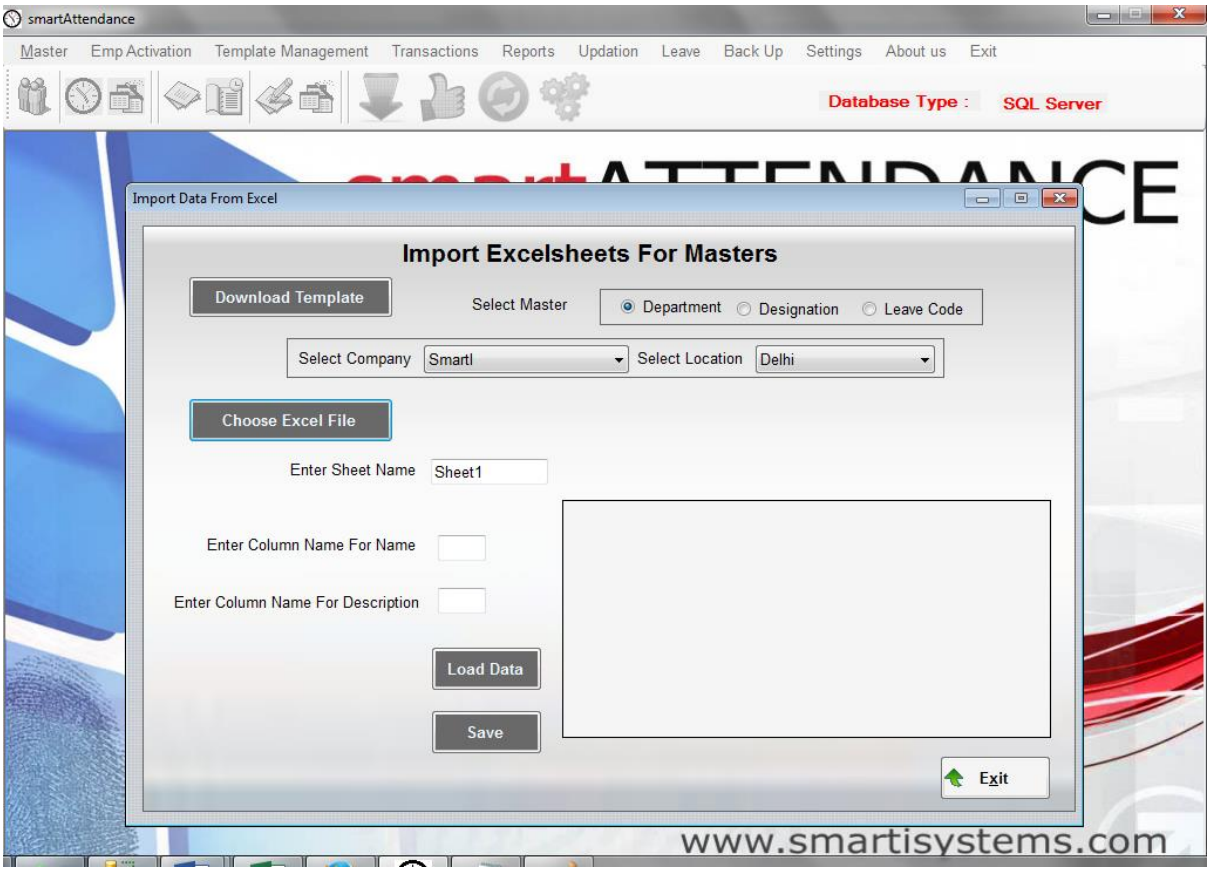
Steps to create User:

1. Enter the Username & Password.
2. Select the Company & Location/s for the user.
3. Select the Privileges or form rights to assign to the user.

4. Click on Add New User to add the user.
5. Select an existing User to Update or Delete.

3 Import Data from Excel:

smartATTENDANCE provides the user with a facility to Import Master from Excel File.

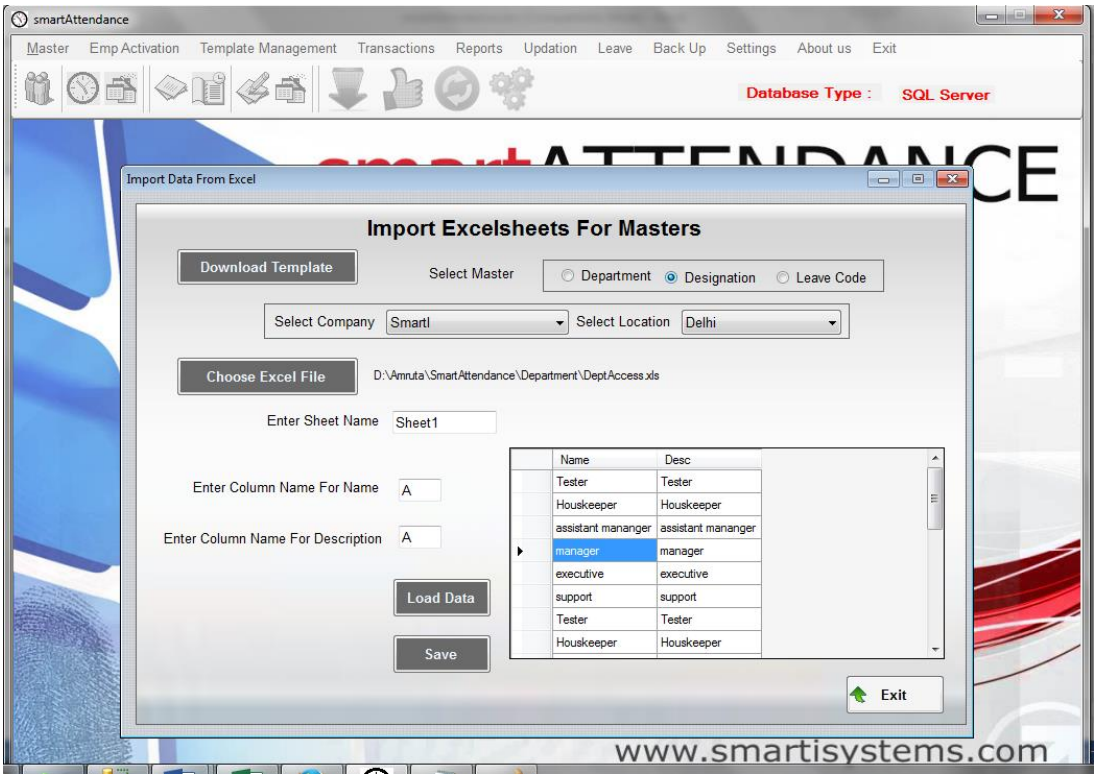


Download Template: On click system will invoke Save as Window where Master Template will get save as Default/Sample template to Download

Select Master: This will give Radio button to select Master as Department, Designation, and Leave code Master Selection.

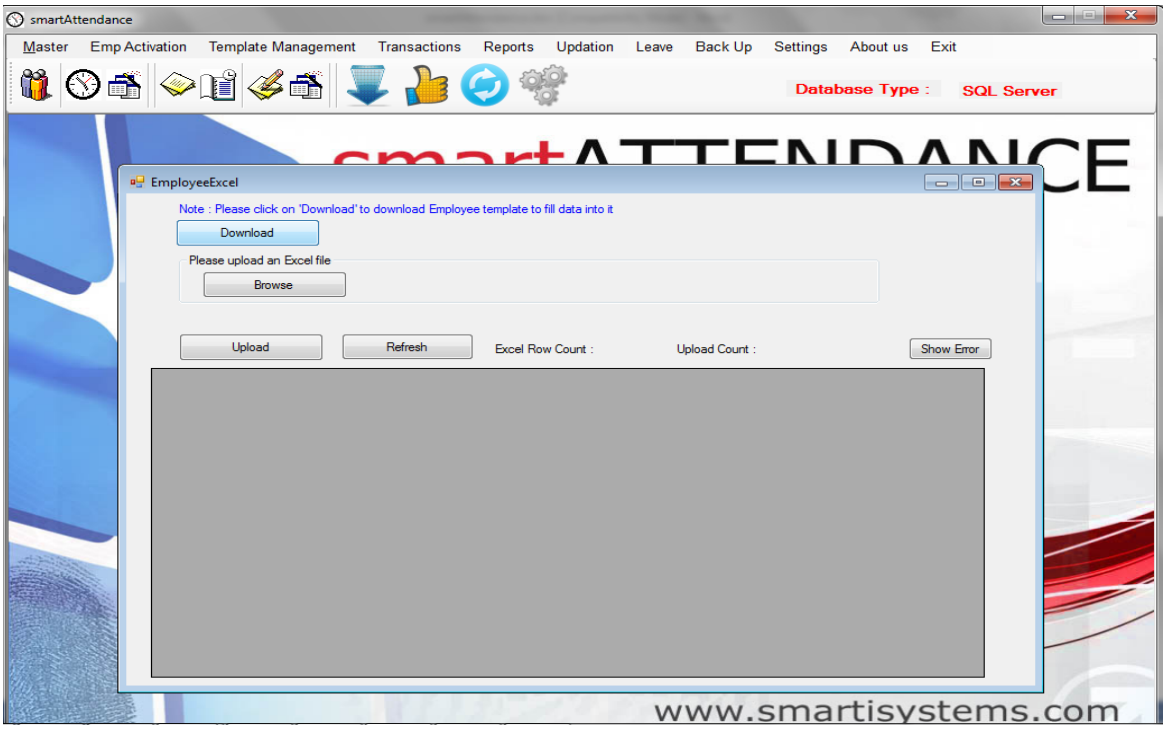
Choose Excel File: select Excel File to Import Master Data. Enter Sheet Name same save in selected Excel, Enter column name For Name, Enter Column name for Description.

Load Data: load data button click data from Selected Excel will get populate in the grid, to save that click on save button.



4 Import Employee from Excel:

smartATTENDANCE provides the user with a facility to Import Employee from Excel File

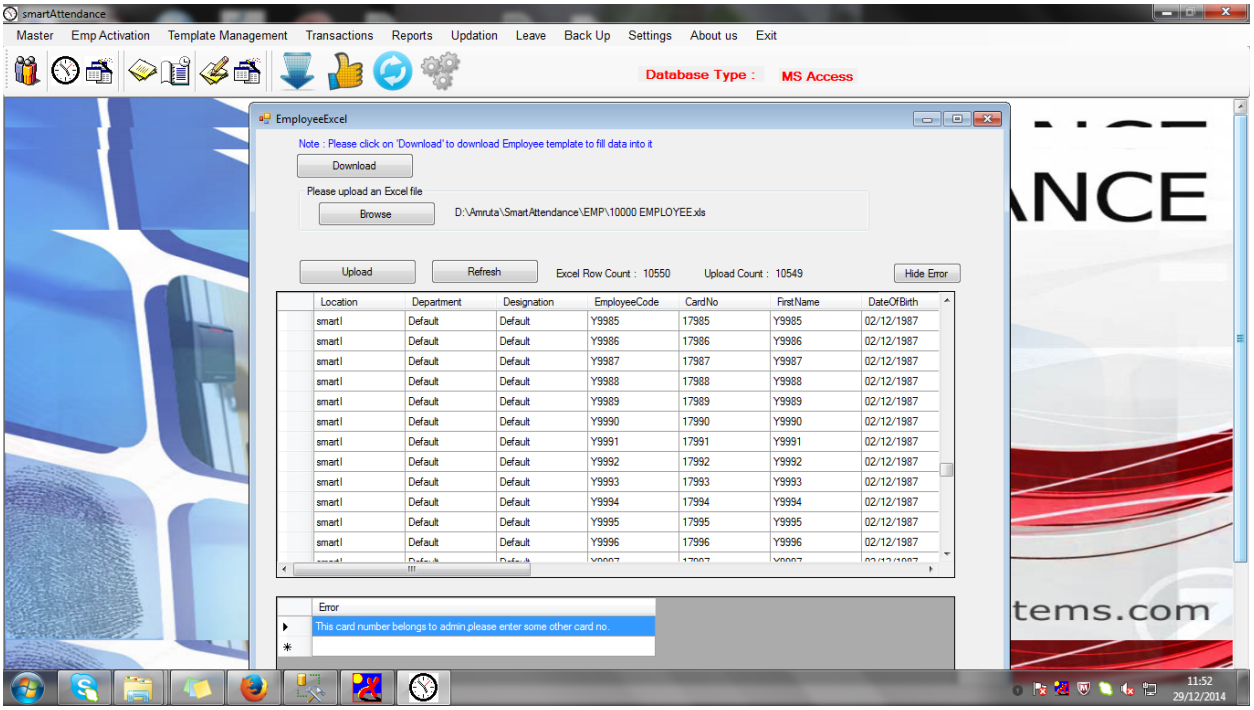


Download: On click system will invoke Save as Window where Master Template will get save as Default/Sample template to Download

(Browse)Choose Excel File: select Excel File to Import Master Data. Enter Sheet Name same save in selected Excel, Enter column name For Name, Enter Column name for Description.

Upload: Upload button click data from Selected Excel will get populate in the grid, Excel Row count will show total count of Employee from Excel and Upload count will show Total Uploaded Employee count

Show Error: Button will give Error List as Any duplication or Invalid data from Excel from Excel Import.



Employee upload Time for 10549 Employee:

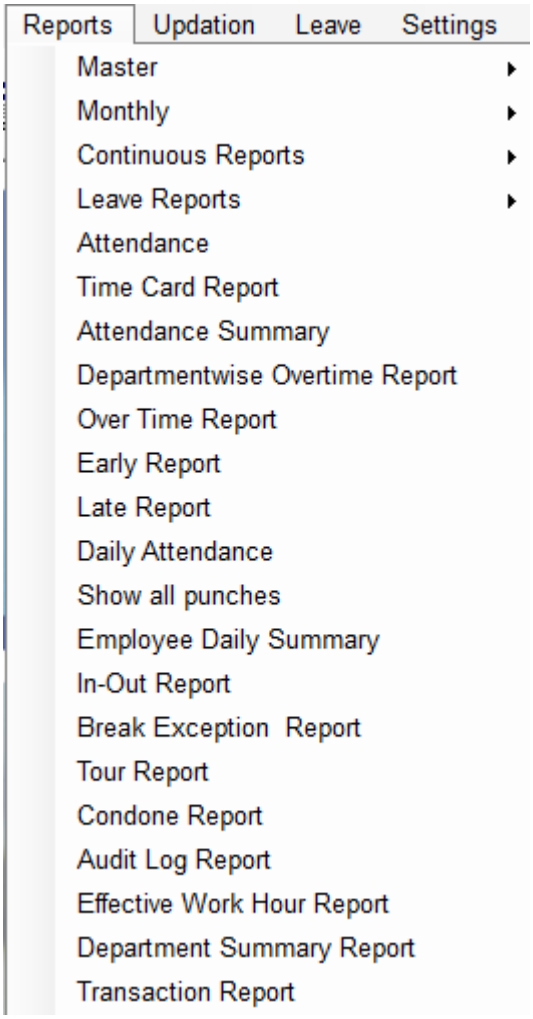
Start Time: 11:23 to End Time 11:49

25 Log File

Log File Will allow user to Enable /Disable the Logs Option Facility.

As If any option from this Logs are selected than Log for that selected will get created if Unselected then no log will get create.

26 Reports:



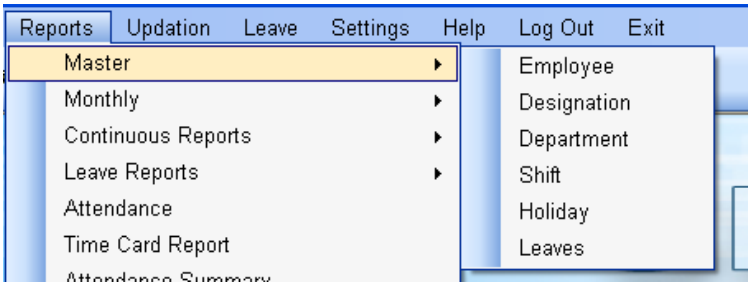
smartATTENDANCE provides the user with the above displayed Reports Menu Structure. It includes various sub Menus like:

1. Master Reports: This section allows user to view all the master details.

2. Monthly Reports: This section allows user to view monthly attendance and shift details of the user.
3. Other Detailed Reports as shown in the menu above.

Shown below are the snapshots of the forms generating various Report. Please refer the sample report formats available separately.

27 Master Reports:



Employee Report:

This Report will show Selected Employee master detail Information.

Steps to generate Report:

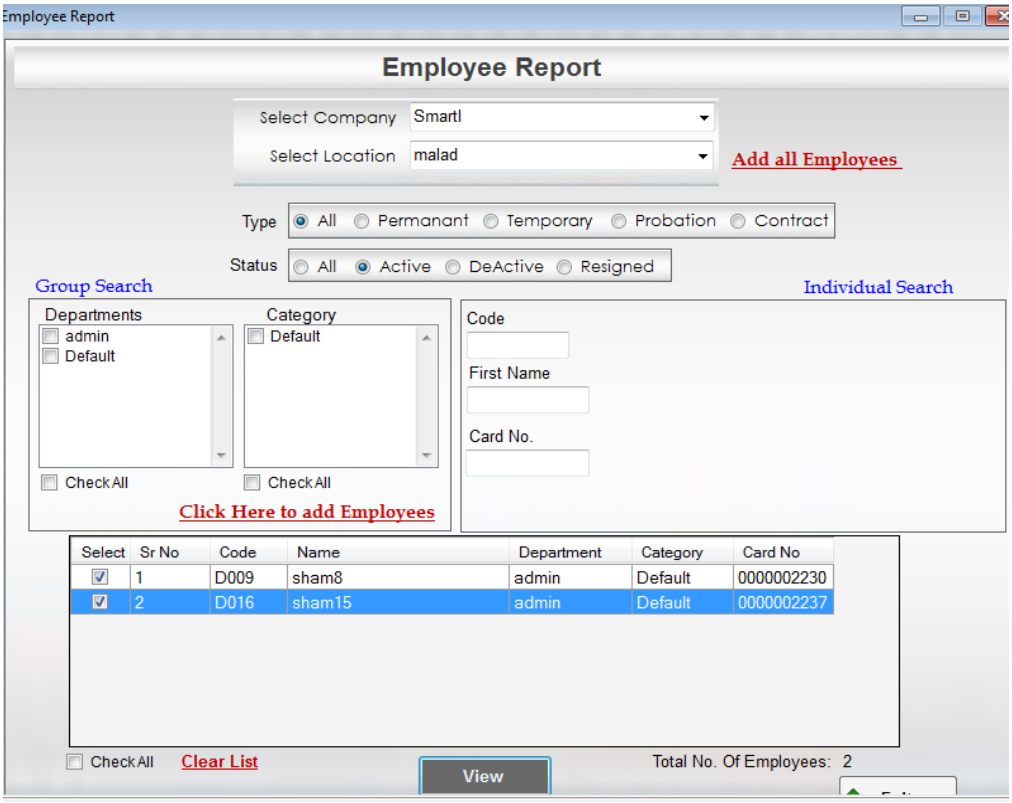
1.You need to select the Company and Location for whose employees to generate report.

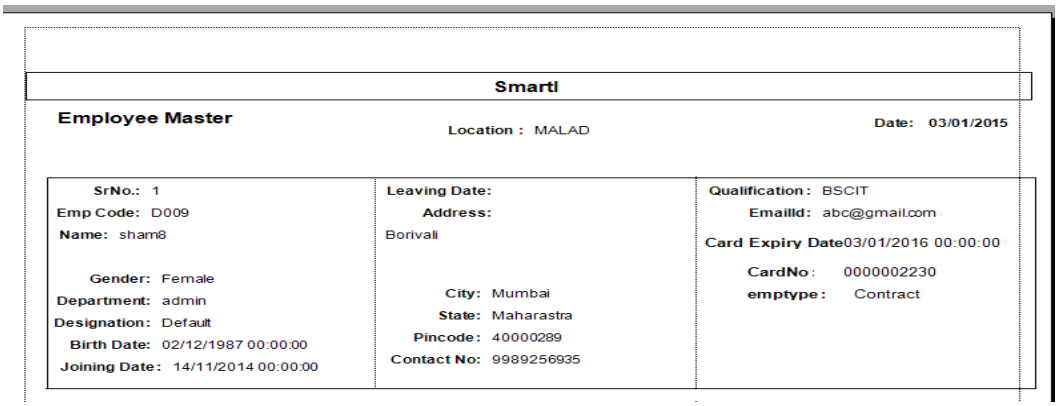
2. Select all the required filter criteria like Employee type and Employee Status

3. You can select employee list directly

4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report.



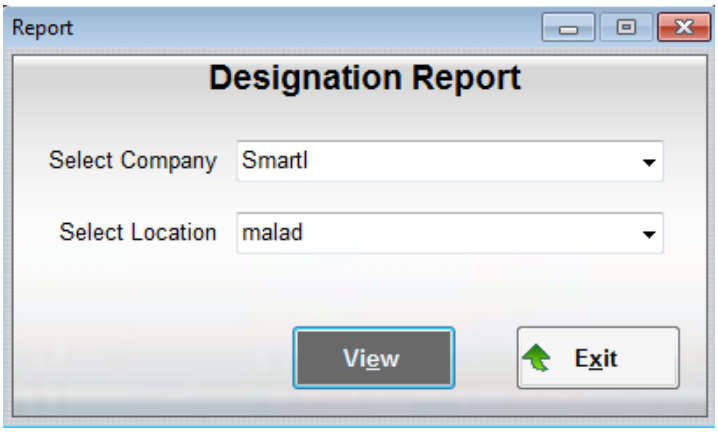


28 Designation Report:

This Report will show Designation Location wise

Steps to generate Report:

1. You need to select the Company and Location for to generate report.
2. Click On View Button.



SMARTI

Designation Master Location : MALAD Date: 18/12/2014

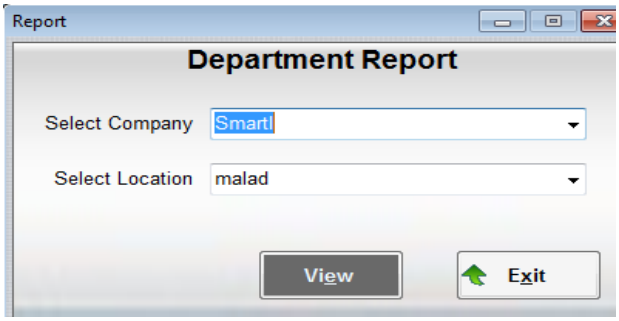
Sr No	Designation	Details
1	Default	
2	ad	Admin
3	English	Eng
4	aDMIN nETWORK	admin
5	Human resources	
6	Human resource	HR

29 Department Report:

This Report will show Department Location wise

Steps to generate Report:

1. You need to select the Company and Location for to generate report.
2. Click On View Button.



SMARTI

Department Master Location : MUMBAI Date: 18/12/2014

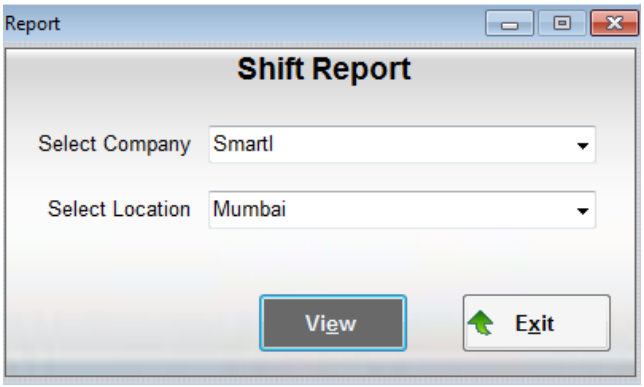
Sr No.	Department Name	Details
1	Default	
2	Finance	
3	Networking	
4	Software	
5	IT	
6	admin	Admin
7	HR	HR
8	Eng	Eng

30 Shift Report:

This Report will show Shift Location wise

Steps to generate Report:

1. You need to select the Company and Location for to generate report.
2. Click On View Button.



SMARTI

Shift Master Report Location : MUMBAI Date: 18/12/2014

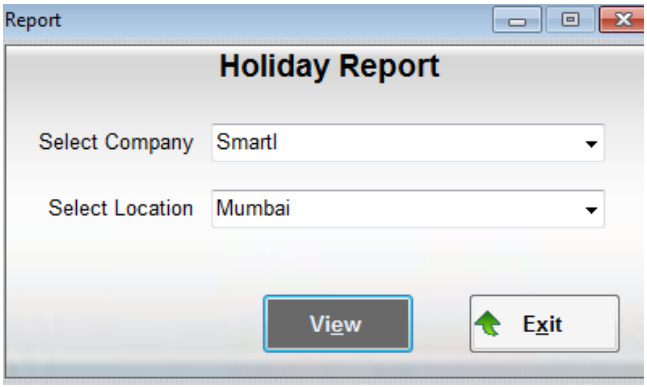
Sr No.	1	**Shift Start Time:**	09:30	**Shift work hours**	08:15
Shift Code:	Sh1	**Lunch Start Time:**	13:30	**Shift Half day hours**	04:00
Shift Name:	Day Shift	**Lunch End Time:**	14:15	**Default Shift:**	no
Night Shift:	no	**Shift End Time:**	18:30		
Sr No.	2	**Shift Start Time:**	11:00	**Shift work hours**	08:30
Shift Code:	Sh2	**Lunch Start Time:**	14:00	**Shift Half day hours**	04:00
Shift Name:	Gen Shift	**Lunch End Time:**	14:30	**Default Shift:**	no
Night Shift:	no	**Shift End Time:**	20:00		
Sr No.	3	**Shift Start Time:**	22:00	**Shift work hours**	09:00
Shift Code:	NSH	**Lunch Start Time:**	:	**Shift Half day hours**	04:00
Shift Name:	Night	**Lunch End Time:**	:	**Default Shift:**	no
Night Shift:	yes	**Shift End Time:**	07:00		

31 Holiday Report:

This Report will show Holiday Location wise

Steps to generate Report:

1. You need to select the Company and Location for to generate report.
2. Click On View Button.



SmartI

List Of Holidays **Date: 18/12/2014**

Location : Mumbai

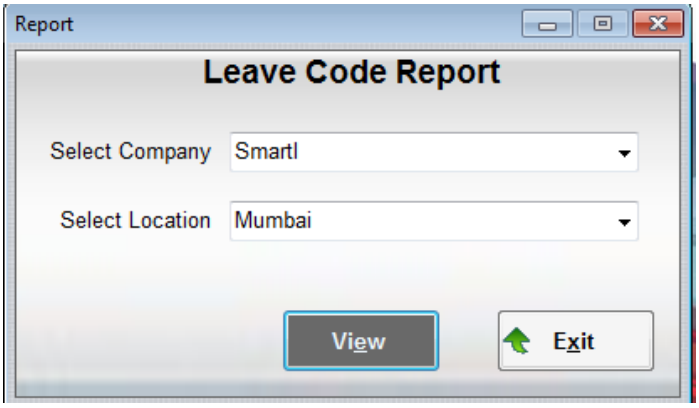
Sr No.	Holiday Name	From Date	To Date	No. Of Days
1	Independance day	15-08-2014	15-08-2014	1
2	Holiday	17-09-2014	17-09-2014	1
3	Test	17-11-2014	17-11-2014	1
4	test3	11-11-2014	11-11-2014	1
5	Independance Day	16-08-2014	16-08-2014	1
6	Test	28-11-2014	28-11-2014	1

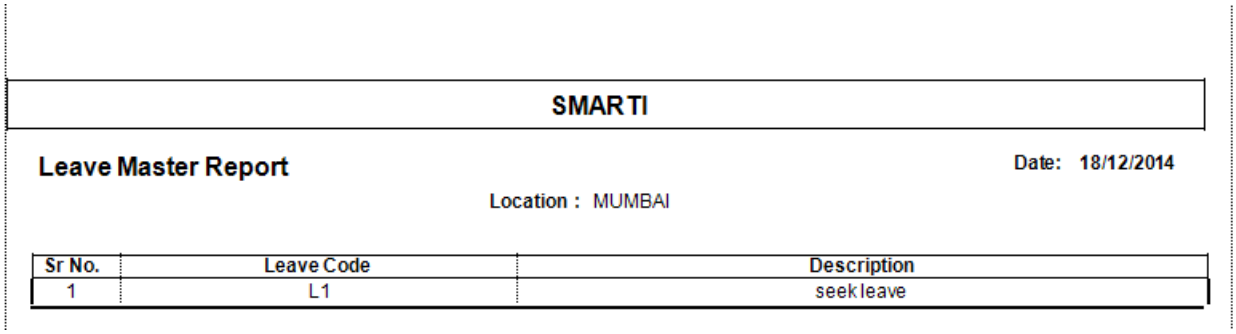
32 Leave Code Report:

This Report will show Leave code Location wise

Steps to generate Report:

1. You need to select the Company and Location for to generate report.
2. Click On View Button.





SMARTI

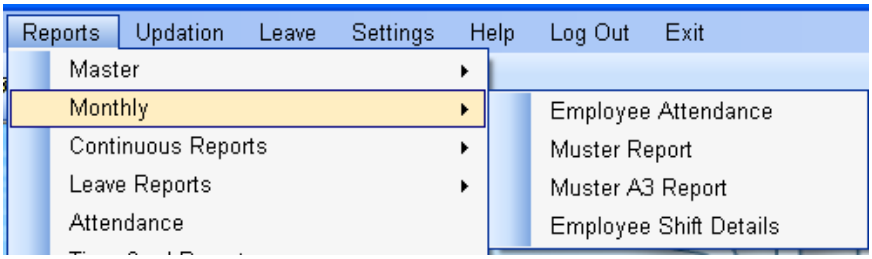
Leave Master Report

Date: 18/12/2014

Location : MUMBAI

Sr No.	Leave Code	Description
1	L1	seekleave

33 Monthly Reports:



1 Monthly Attendance Report:

smartATTENDANCE provides the user with a wide range of reports.

Monthly Attendance Report provides all the month wise attendance details of each selected employee.

Steps to generate Report:

1.You need to select the Company and Location for whose employees to generate report.

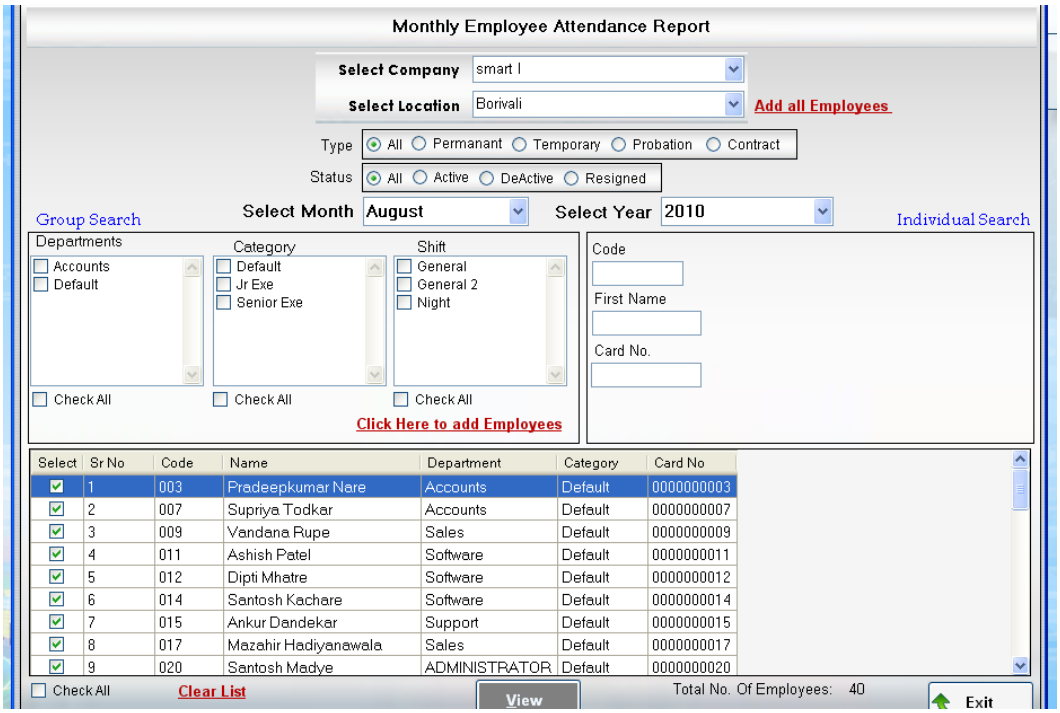
2. Select all the required filter criteria like Employee type and Employee Status.

3. You can select employee list directly or department wise or shift wise.

4. Select all the required employees. You can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report.

6. You can also export the reports in required format.



2 *Muster Report:*

smartATTENDANCE provides the user with a wide range of reports.

Muster Report provides all the monthly attendance details of each selected employee.

Steps to generate Report:

1.You need to select the Location for whose employees to generate report.

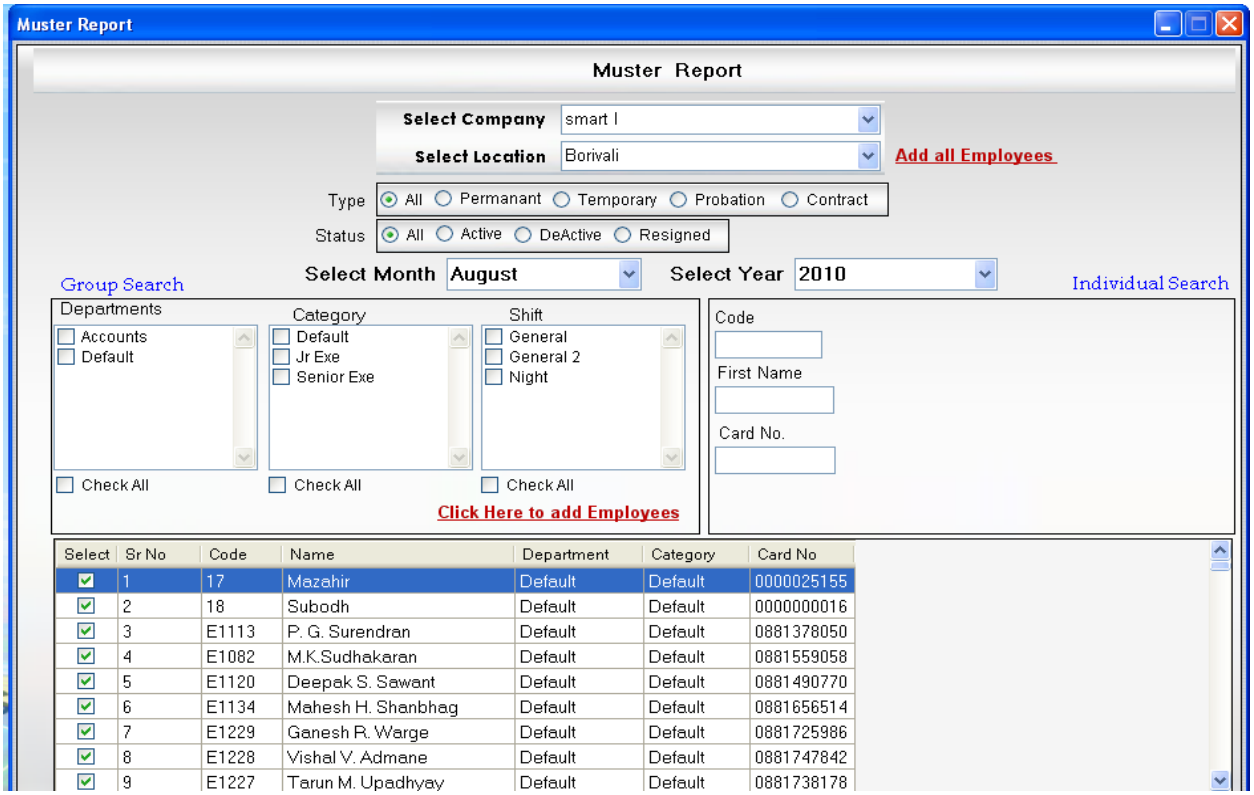
2. Select all the required filter criteria like Employee type and Employee Status, Month and year.

3. You can select employee list directly or department wise or shift wise.

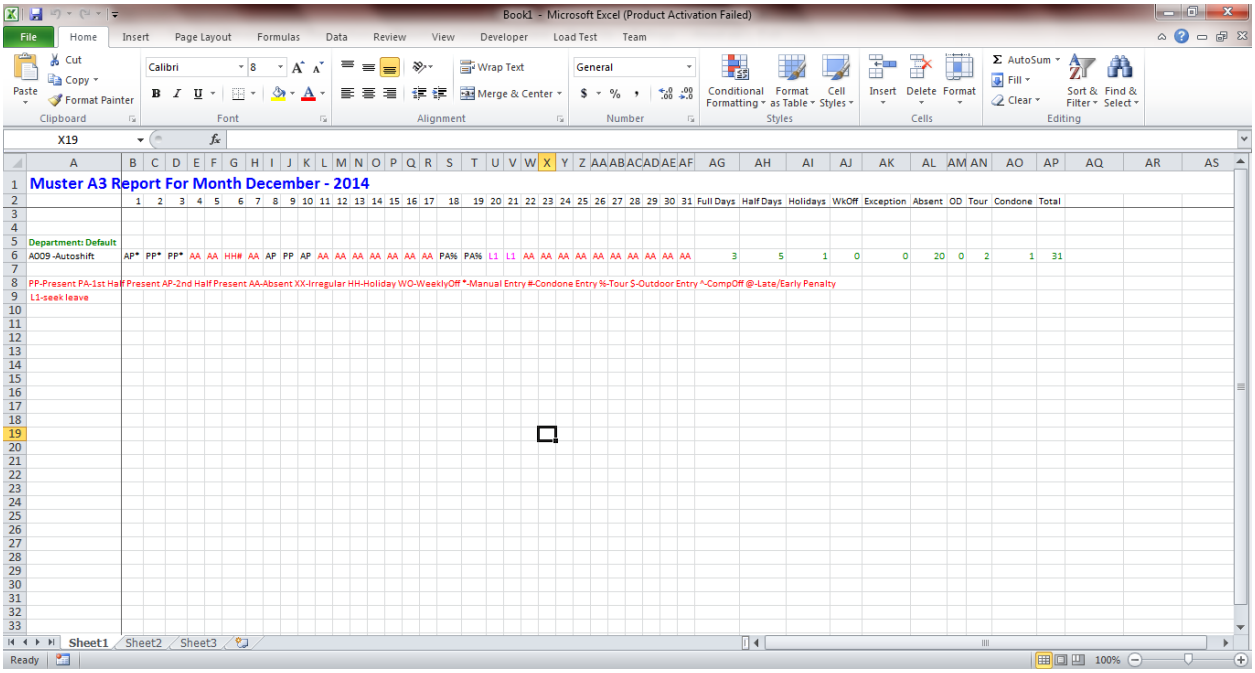
4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report.

6. You can also export the reports in required format.



3 ***Muster A3 report***: it will show Employee Month wise Attendance Summary


Book1 - Microsoft Excel (Product Activation Failed)
Muster A3 Report For Month December - 2014
Department: Default
A009 -Autoshift
PP-Present PA-1st Half Present AP-2nd Half Present AA-Absent XX-Irregular HH-Holiday WO-WeeklyOff *-Manual Entry #-Condone Entry %-Tour $-Outdoor Entry ^-CompOff @-Late/Early Penalty
L1-seek leave
Sheet1
Sheet2
Sheet3
Ready

4 Employee Shift Report

This Report will show Shift Detail for selected Employee for selected Month

Steps to generate Report:

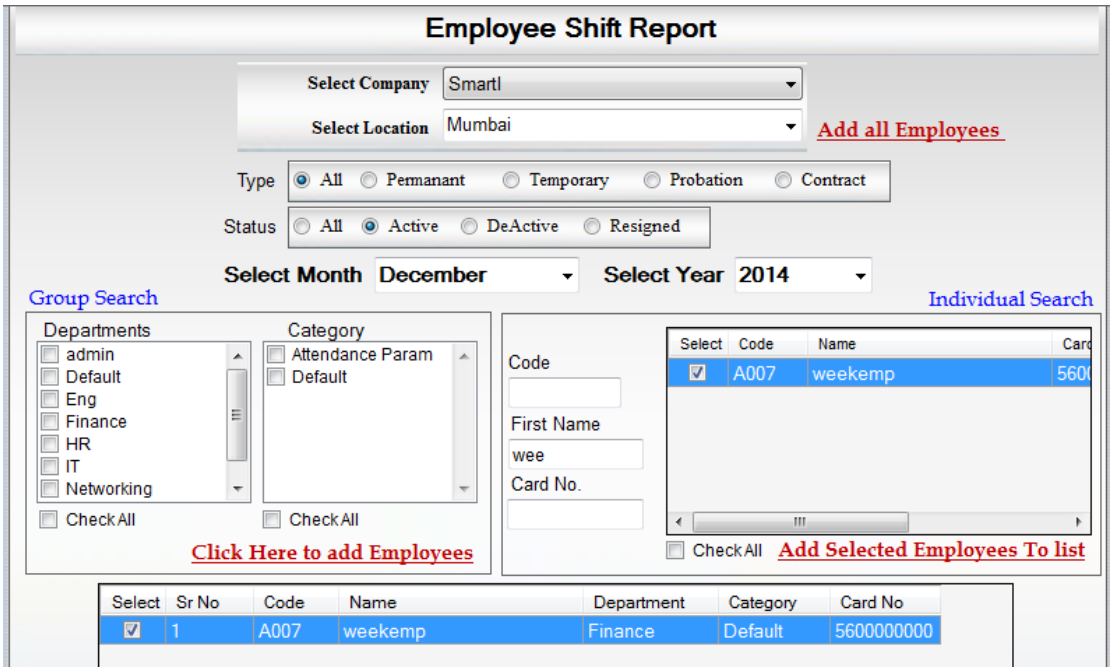
1.You need to select the Location for whose employees to generate report.

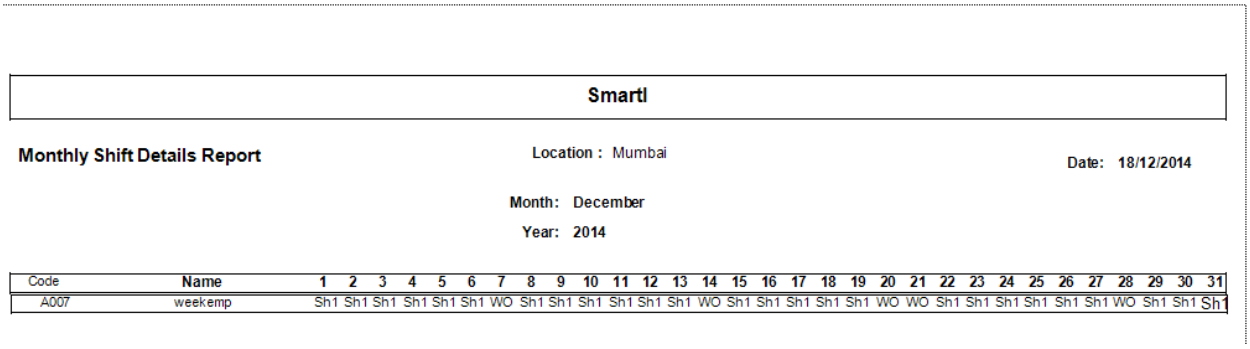
2. Select all the required filter criteria like Employee type and Employee Status, Month and year.

3. You can select employee list directly

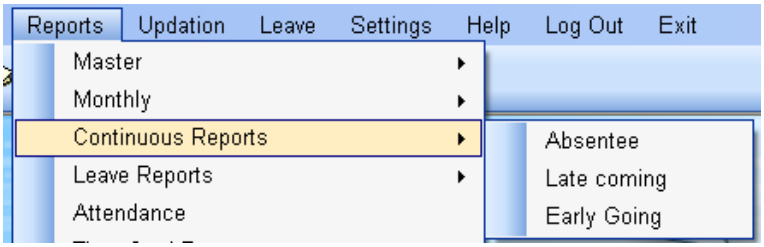
4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report.




SmartI
Monthly Shift Details Report
Location : Mumbai
Date: 18/12/2014
Month: December
Year: 2014
Code
Name
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
A007
weekemp
Sh1 Sh1 Sh1 Sh1 Sh1 Sh1 WO Sh1 Sh1 Sh1 Sh1 Sh1 Sh1 WO Sh1 Sh1 Sh1 Sh1 Sh1 WO WO Sh1 Sh1 Sh1 Sh1 Sh1 Sh1 WO Sh1 Sh1 Sh1

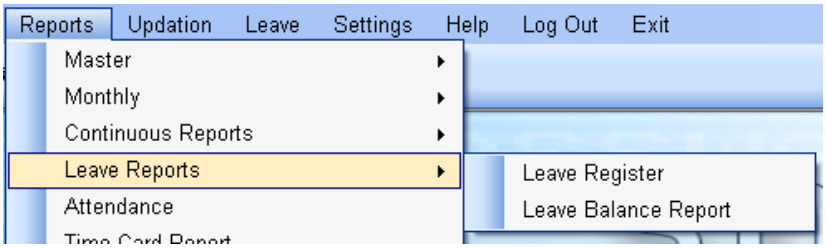
34 Continuous Reports:



Continues Report provides Record as Continues Absentee, Late Coming, and Early Going Employee Report for selected Date Range.

Steps to generate Report:
1.You need to select the Location for whose employees to generate report.
2. Select all the required filter criteria like Employee type and Employee Status, Month and year.
3. You can select employee list directly
4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.
5. Click on "View" to generate the report.

35 Leave Reports



Leave Register:

Report will show Leave name, OP Balance, Apply From and To Date, Date, Balance leave and Reason.

Steps to generate Report:
1.You need to select the Location for whose employees to generate report.
2. Select all the required filter criteria like Employee type and Employee Status, Date Range.
3. You can select employee list directly
4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.
5. Click on "View" to generate the report

SMARTI

Leave Register Location : MUMBAI Date: 18/12/2014

From Date: 01-09-2014 To Date: 18-12-2014

Emp Code: A001 Name: Ganaraj

Department: Default

Leave	Leave Name	Op. Bal.	Apply Date	From	To	Days	Balance	Reason
L1	seekleave	10	11-11-2014	11-11-2014	11-11-2014	1	9	
L1	seekleave	9	25-11-2014	17-11-2014	17-11-2014	1	8	
L1	seekleave	8	05-12-2014	04-12-2014	04-12-2014	1	7	
L1	seekleave	7	05-12-2014	05-12-2014	05-12-2014	1	6	

36 Leave Balance Report:

This Report will show Leave code, Opening of Leave and Total no of Leave used, Balance Leave for selected date range.

Steps to generate Report:

1.You need to select the Company and Location for whose employees to generate report.

2. Select all the required filter criteria like Employee type and Employee Status, Month and year.

3. You can select employee list directly

4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report.

SMARTI

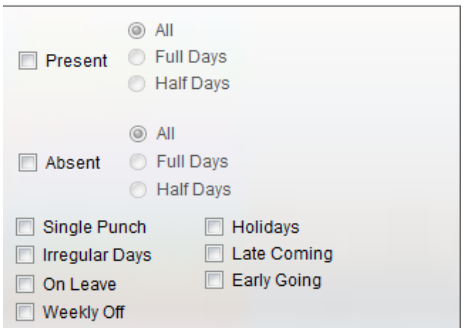
Leave Balance Report Location : MUMBAI Date : 18/12/2014

Leave Accounting Year : 2014-2015

SrNo.	EMPCODE	EMPLOYEE NAME	LEAVE CODE	OPENING BAL.	LEAVES USED	BALANCE
1	A001	Ganaraj	L1	36	4	32

37 Attendance Report:

This report will show Attendance of selected Employee for selected date range with below selection criteria.



Steps to generate Report:

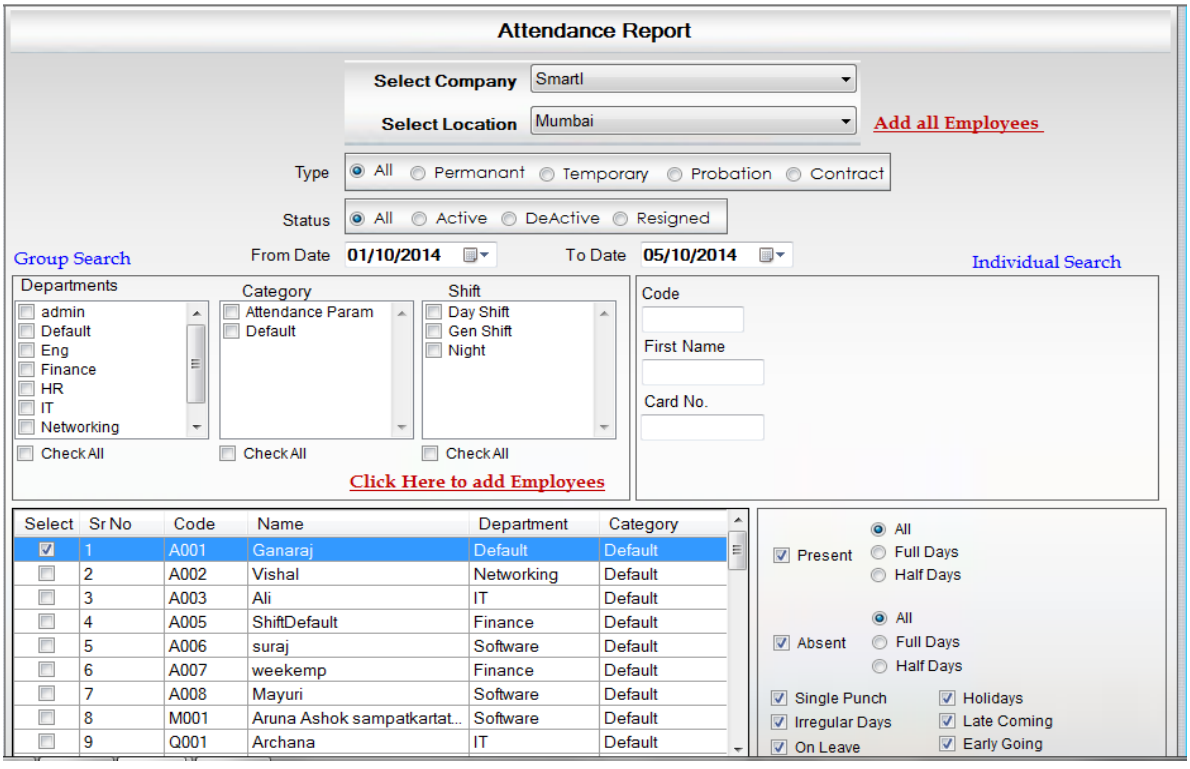
1.You need to select the Company and Location for whose employees to generate report.

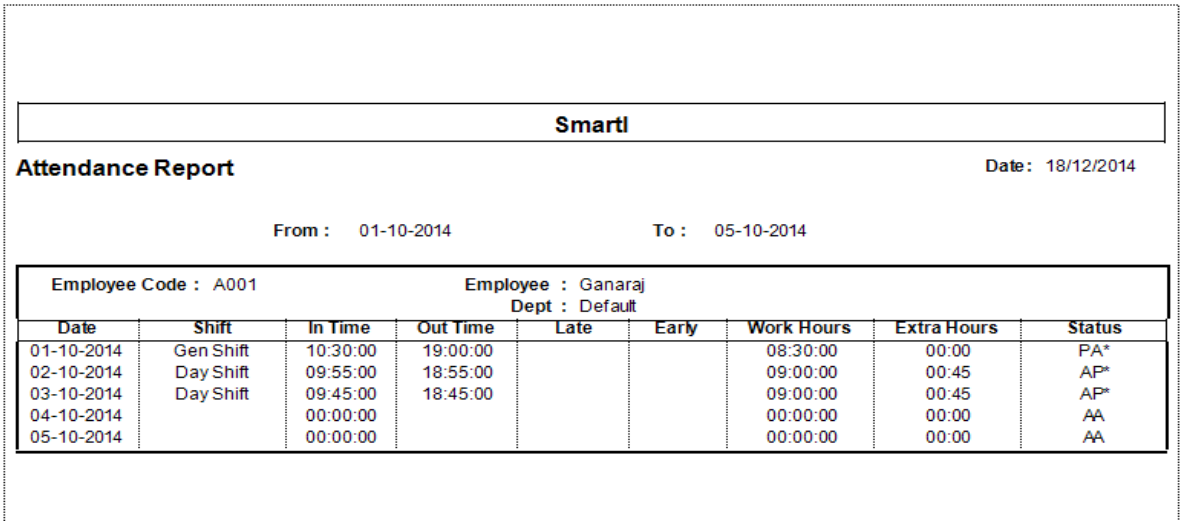
2. Select all the required filter criteria like Employee type and Employee Status, Date Range.

3. You can select employee list directly

4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report.





SmartI

Attendance Report Date: 18/12/2014

From : 01-10-2014 To : 05-10-2014

Employee Code : A001 Employee : Ganaraj
Dept : Default

Date	Shift	In Time	Out Time	Late	Early	Work Hours	Extra Hours	Status
01-10-2014	Gen Shift	10:30:00	19:00:00			08:30:00	00:00	PA*
02-10-2014	Day Shift	09:55:00	18:55:00			09:00:00	00:45	AP*
03-10-2014	Day Shift	09:45:00	18:45:00			09:00:00	00:45	AP*
04-10-2014		00:00:00				00:00:00	00:00	AA
05-10-2014		00:00:00				00:00:00	00:00	AA

38 Time Card Report:

This report shows attendance detail for selected Date Range as shift name which has been assign, in time, Out Time, late, early time, Work Hour, Extra hours, status. Also shows Total days present, absent Etc.

Steps to generate Report:

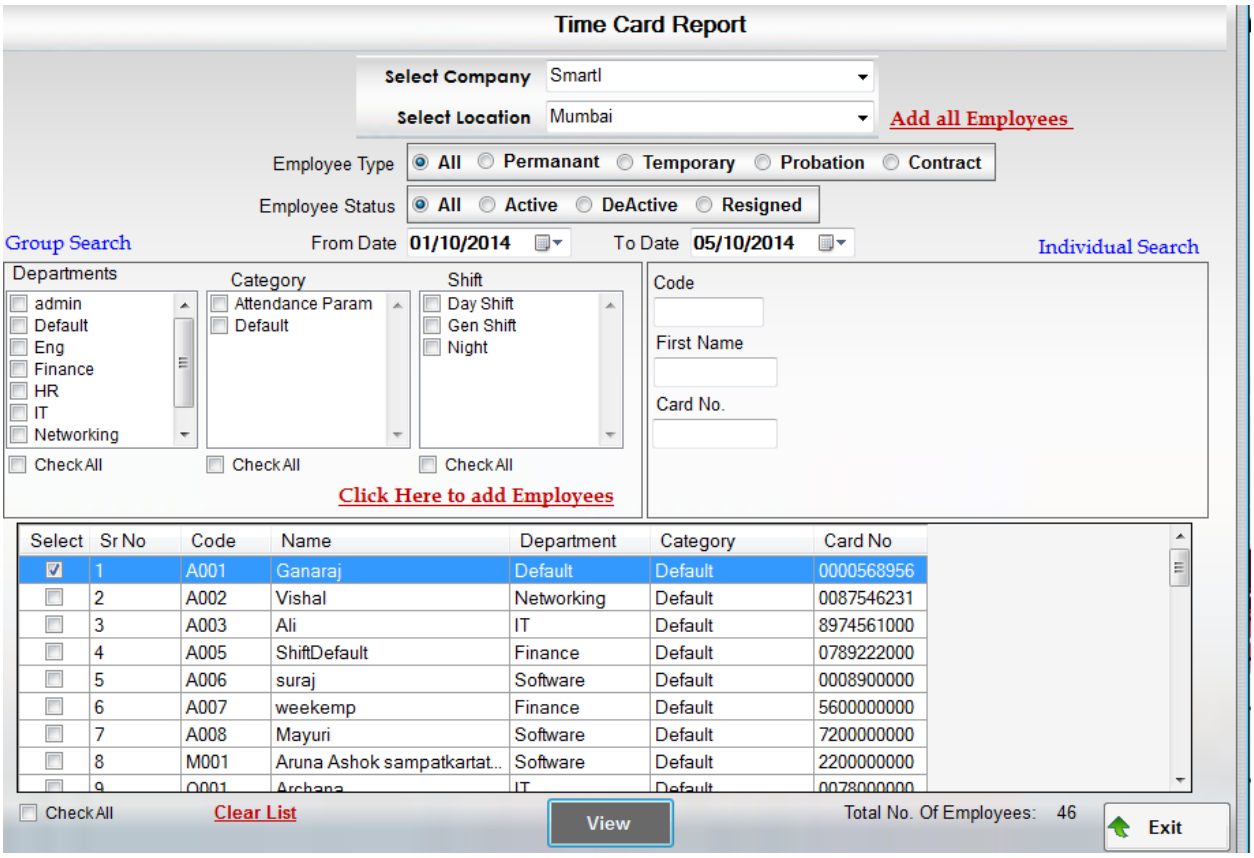
1.You need to select the Company and Location for whose employees to generate report.

2. Select all the required filter criteria like Employee type and Employee Status, Date Range.

3. You can select employee list directly

4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report.



SmartI

Time Card Report **Date : 18/12/2014**

From : 01-10-2014 **To :** 05-10-2014

Emp Code: A001 **Name:** Ganaraj

Department: Default **Category:** Default

Date	Shift	In Time	Out Time	Late	Early	Work Hours	Extra Hours	Status
01-10-2014	Gen Shift	10:30:00	19:00:00	-	-	08:30:00	00:00	PA*
02-10-2014	Day Shift	09:55:00	18:55:00	-	-	09:00:00	00:45	AP*
03-10-2014	Day Shift	09:45:00	18:45:00	-	-	09:00:00	00:45	AP*
04-10-2014		00:00:00		-	-	00:00:00	00:00	AA
05-10-2014		00:00:00		-	-	00:00:00	00:00	AA
				0:0	0:0	26:30	1:30	

Total Days: 5 **Approved OT :** 0:0

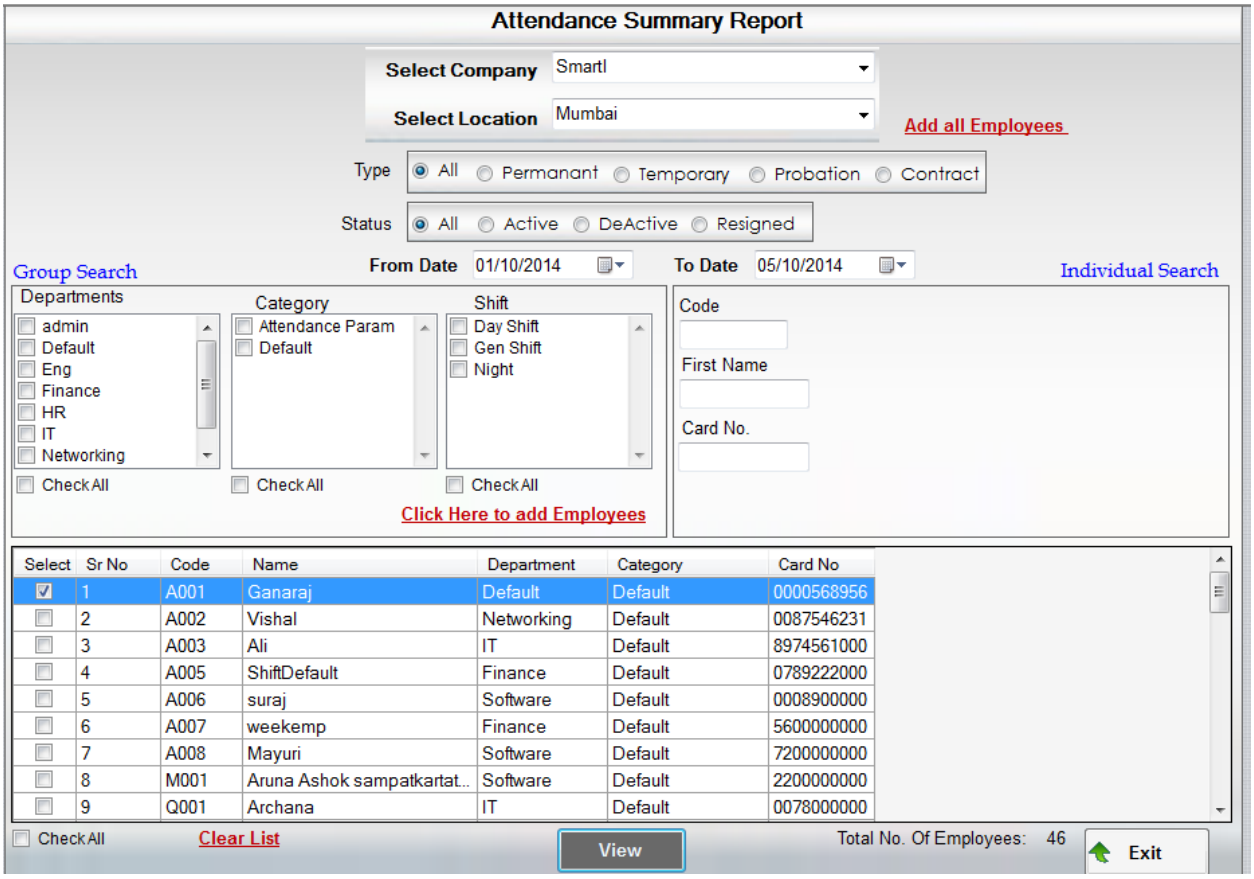
Present: 3	**Weekly Off:** 0	**Halfday:** 3	**Comp Off :** 0	**OD :** 0	**Tour :** 0
Absent: 2	**Holiday:** 0	**Condone:** 0	L1:0		

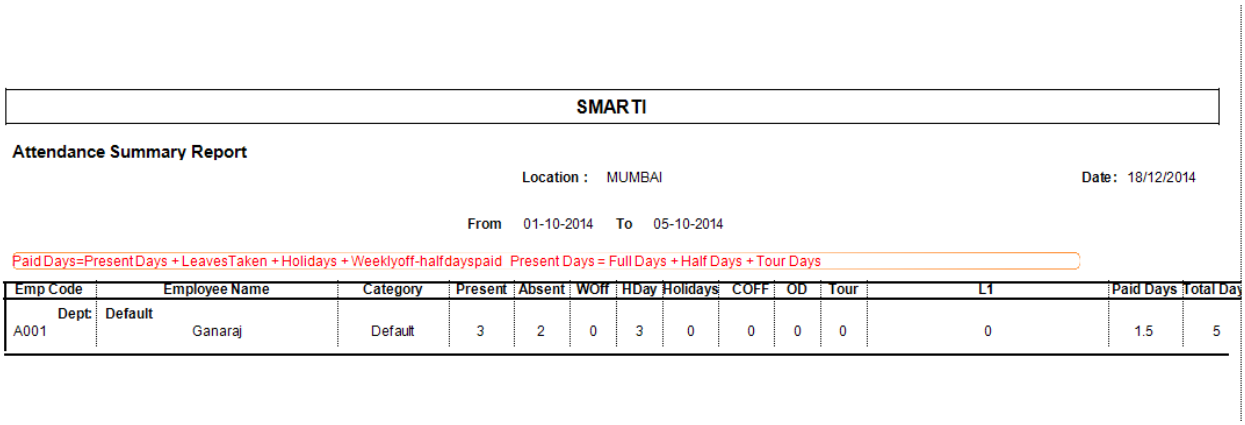
39 Attendance Summary Report:

Paid Days=Present Days + Leaves Taken + Holidays + Weeklyoff-halfdays paid Present Days = Full Days + Half Days + Tour Days

This Report will shows Employee Attendance Summary Detail For selected Date Range.

Steps to generate Report:
1.You need to select the Company and Location for whose employees to generate report.
2. Select all the required filter criteria like Employee type and Employee Status, Date Range.
3. You can select employee list directly
4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.
5. Click on "View" to generate the report





SMARTI

Attendance Summary Report

Location : MUMBAI Date: 18/12/2014

From 01-10-2014 To 05-10-2014

Paid Days=Present Days + LeavesTaken + Holidays + Weeklyoff-halfdayspaid Present Days = Full Days + Half Days + Tour Days

Emp Code	Employee Name	Category	Present	Absent	WOff	HDay	Holidays	COFF	OD	Tour	L1	Paid Days	Total Day
Dept: Default													
A001	Ganaraj	Default	3	2	0	3	0	0	0	0	0	1.5	5

40 Department Wise Overtime Report:

This Report will show Department wise Employee Total OT hrs. With Login, Logout, and Work hrs. OT hr. detail.

Steps to generate Report:

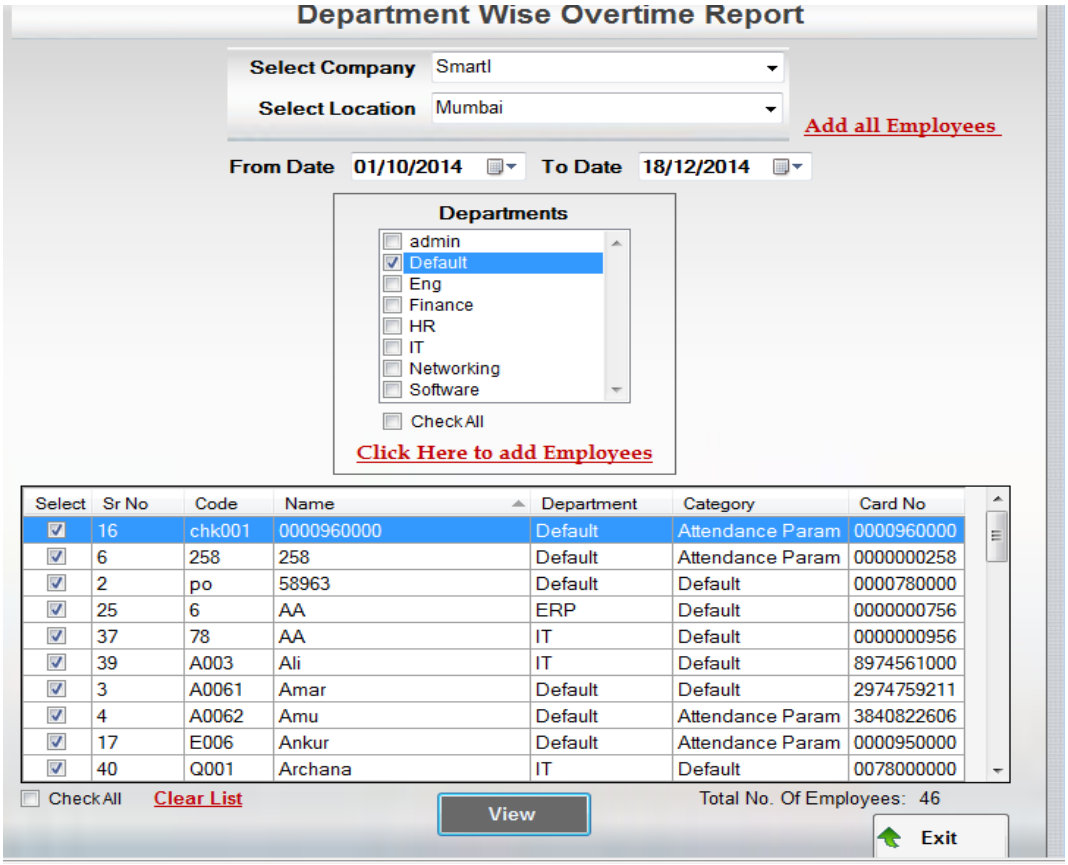
1.You need to select the Company and Location for whose employees to generate report.

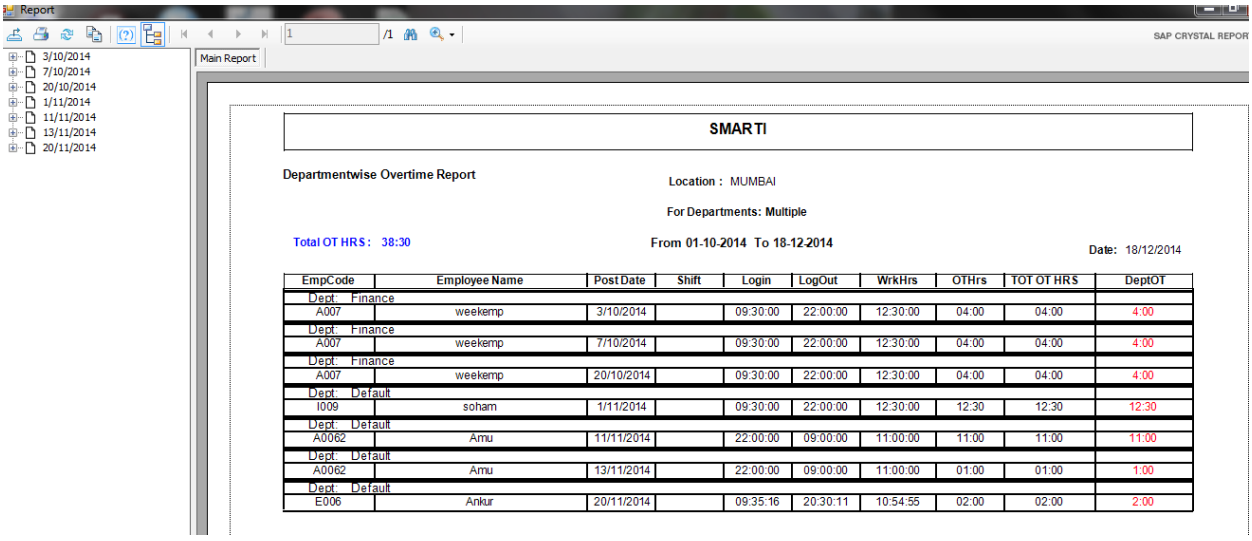
2. Select Required Department and from and to date.

3. You can select employee list directly

4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report.


Department Wise Overtime Report
Select Company
SmartI
Select Location
Mumbai
Add all Employees
From Date
01/10/2014
To Date
18/12/2014
Departments
admin
Default
Eng
Finance
HR
IT
Networking
Software
Check All
Click Here to add Employees
Select
Sr No
Code
Name
Department
Category
Card No
16
chk001
0000960000
Default
Attendance Param
0000960000
6
258
258
Default
Attendance Param
0000000258
2
po
58963
Default
Default
0000780000
25
6
AA
ERP
Default
0000000756
37
78
AA
IT
Default
0000000956
39
A003
Ali
IT
Default
8974561000
3
A0061
Amar
Default
Default
2974759211
4
A0062
Amu
Default
Attendance Param
3840822606
17
E006
Ankur
Default
Attendance Param
0000950000
40
Q001
Archana
IT
Default
0078000000
Check All
Clear List
View
Total No. Of Employees: 46
Exit


Report
Main Report
SAP CRYSTAL REPOR
3/10/2014
7/10/2014
20/10/2014
1/11/2014
11/11/2014
13/11/2014
20/11/2014
SMARTI
Departmentwise Overtime Report
Location : MUMBAI
For Departments: Multiple
Total OT HRS : 38:30
From 01-10-2014 To 18-12-2014
Date: 18/12/2014
EmpCode
Employee Name
Post Date
Shift
Login
LogOut
WrkHrs
OTHrs
TOT OT HRS
DeptOT
Dept: Finance
A007
weekemp
3/10/2014
09:30:00
22:00:00
12:30:00
04:00
04:00
4:00
Dept: Finance
A007
weekemp
7/10/2014
09:30:00
22:00:00
12:30:00
04:00
04:00
4:00
Dept: Finance
A007
weekemp
20/10/2014
09:30:00
22:00:00
12:30:00
04:00
04:00
4:00
Dept: Default
I009
soham
1/11/2014
09:30:00
22:00:00
12:30:00
12:30
12:30
12:30
Dept: Default
A0062
Amu
11/11/2014
22:00:00
09:00:00
11:00:00
11:00
11:00
11:00
Dept: Default
A0062
Amu
13/11/2014
22:00:00
09:00:00
11:00:00
01:00
01:00
1:00
Dept: Default
E006
Ankur
20/11/2014
09:35:16
20:30:11
10:54:55
02:00
02:00
2:00

41 Over Time Report:

This Report will show Employee date selected Check In, Checkout, and total work hrs. Base on this his Total OT Hours.

Steps to generate Report:

1.You need to select the Company and Location for whose employees to generate report.

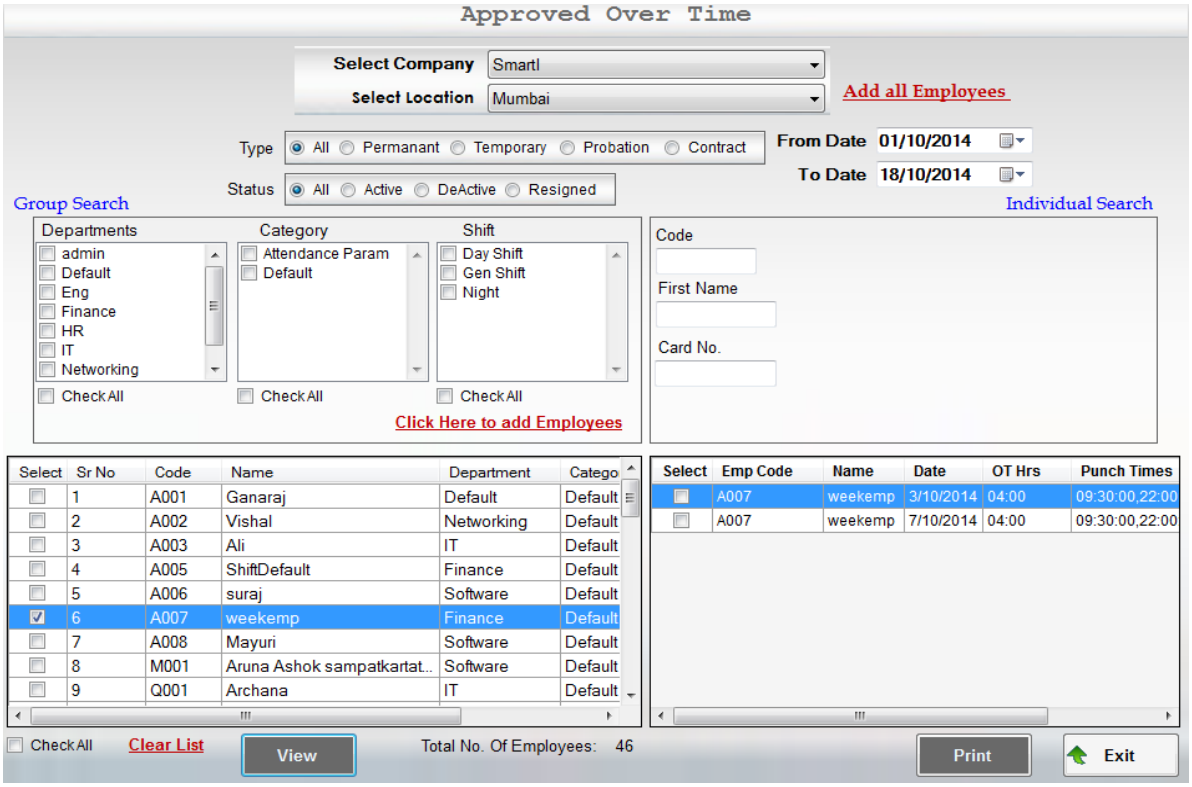
2. Select all the required filter criteria like Employee type and Employee Status, Date Range.

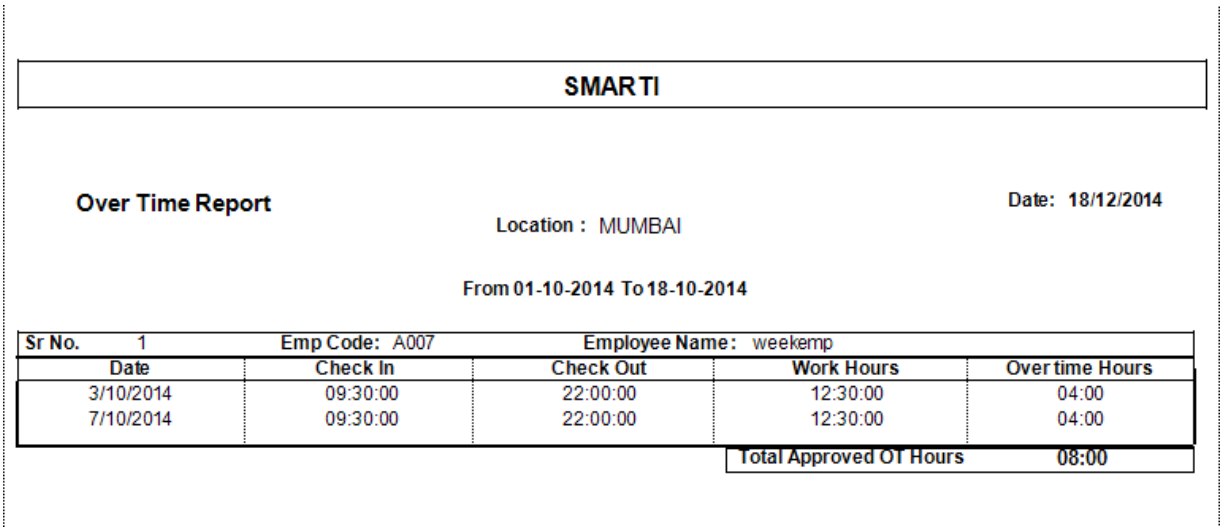
3. You can select employee list directly

4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to view OT Hrs.

5 Click on Print button to print Report.





SMARTI

Over Time Report

Location : MUMBAI

Date: 18/12/2014

From 01-10-2014 To 18-10-2014

Sr No. 1	Emp Code: A007	Employee Name: weekemp		
Date	Check In	Check Out	Work Hours	Over time Hours
3/10/2014	09:30:00	22:00:00	12:30:00	04:00
7/10/2014	09:30:00	22:00:00	12:30:00	04:00
			Total Approved OT Hours	08:00

42 Early Going Report:

This report will show Employee Early Going Time base on Assign Shift out time and Employee Checkout Time.

Steps to generate Report:

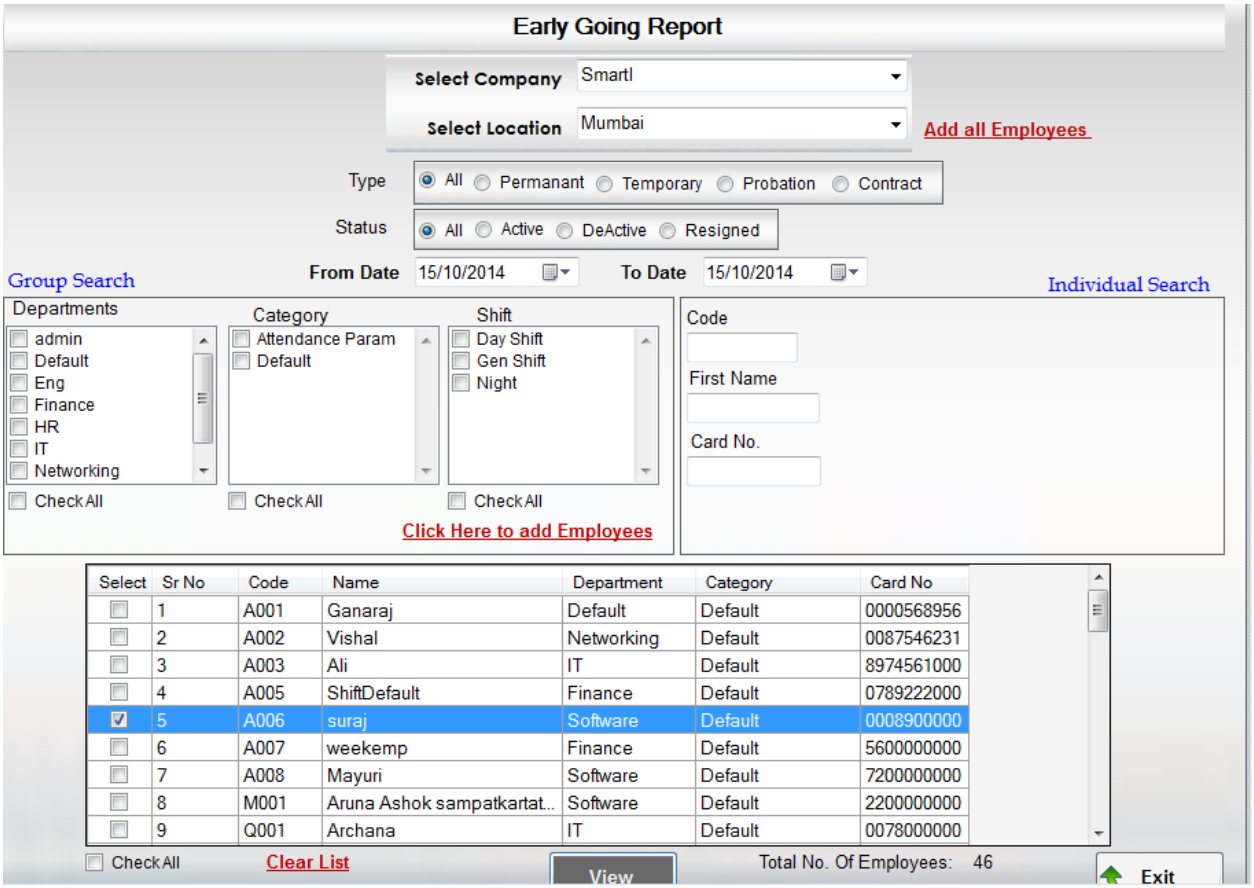
1.You need to select the Company and Location for whose employees to generate report.

2. Select all the required filter criteria like Employee type and Employee Status, Date Range.

3. You can select employee list directly

4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report



SmartI

Early Going Report **Date: 18/12/2014**

From Date: 01/09/2014 To Date: 18/12/2014

SrNo.	Emp code	Employee Name	Date	Shift Name	Shift Out	Check Out	Early Time
1	A006	suraj	15-10-2014	Gen Shift	20:00	19:55:00	00:05

43 Late Coming Report

This report will show Employee Late Coming Time base on Assign Shift in time and Employee Check in Time.

Steps to generate Report:

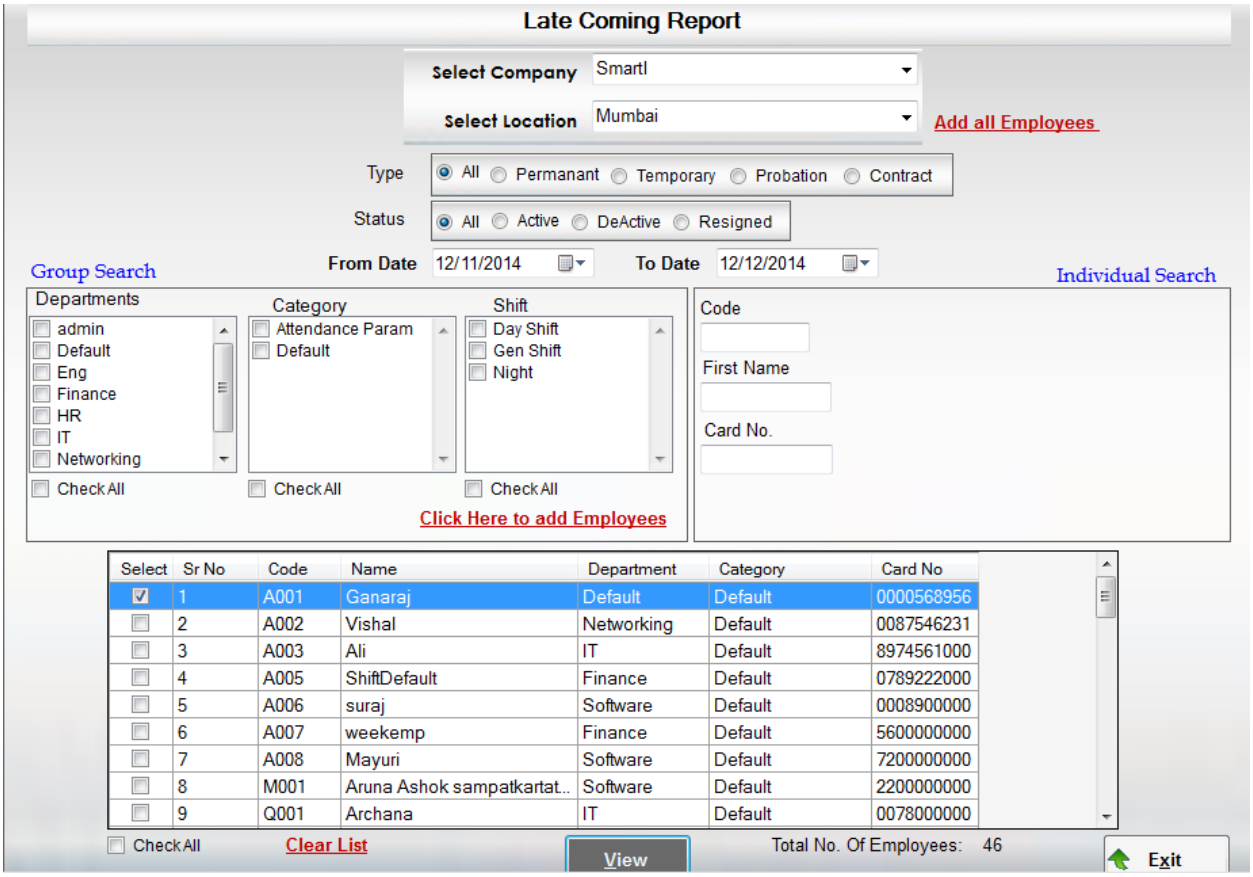
1.You need to select the Company and Location for whose employees to generate report.

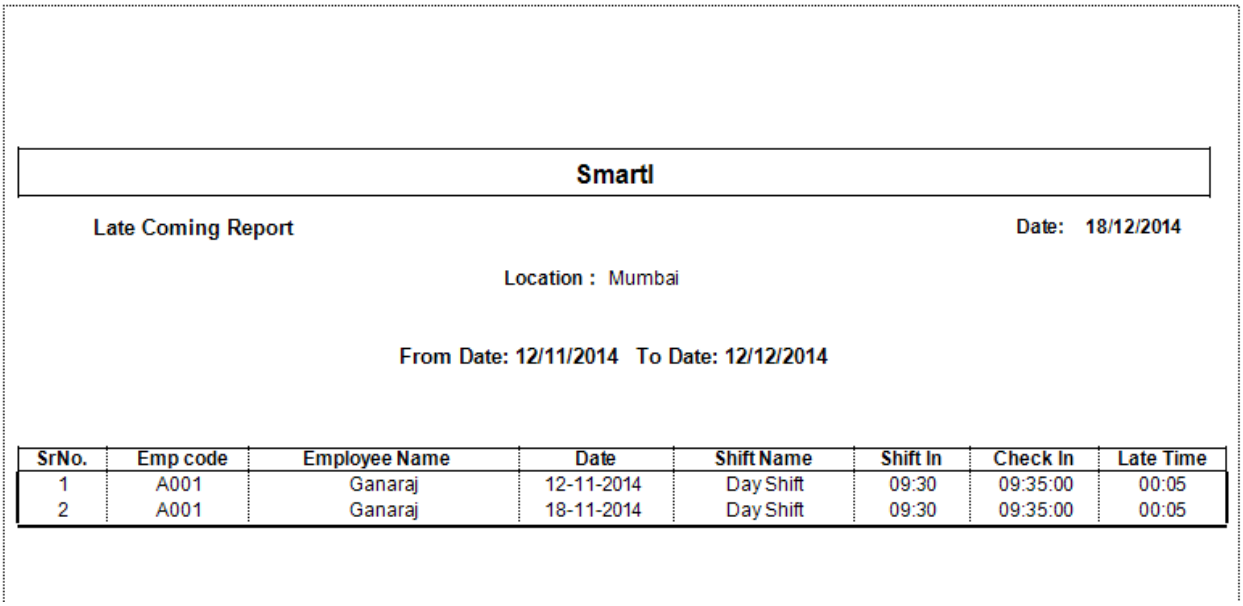
2. Select all the required filter criteria like Employee type and Employee Status, Date Range

3. You can select employee list directly

4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report





SmartI

Late Coming Report **Date: 18/12/2014**

Location : Mumbai

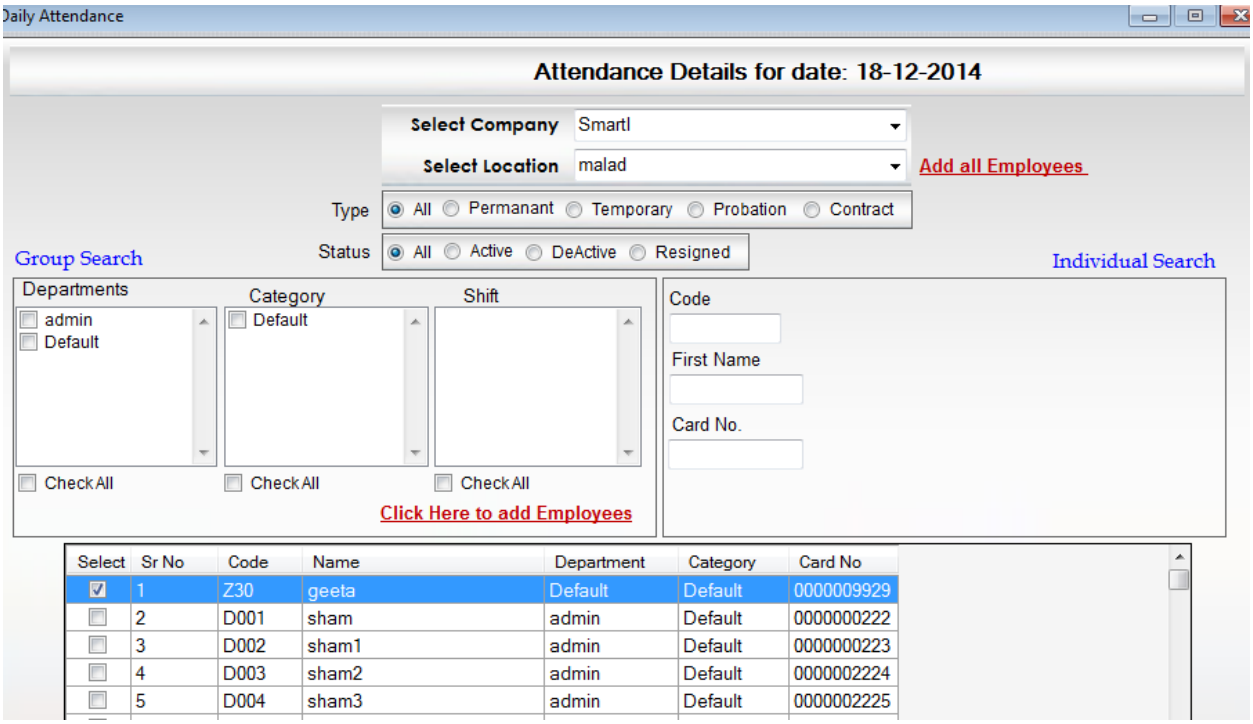
From Date: 12/11/2014 To Date: 12/12/2014

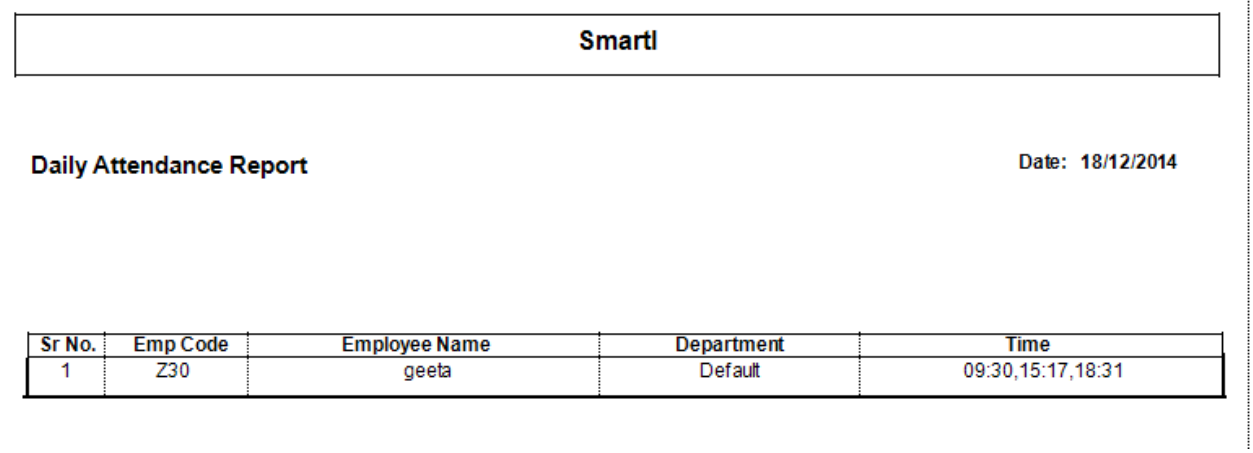
SrNo.	Emp code	Employee Name	Date	Shift Name	Shift In	Check In	Late Time
1	A001	Ganaraj	12-11-2014	Day Shift	09:30	09:35:00	00:05
2	A001	Ganaraj	18-11-2014	Day Shift	09:30	09:35:00	00:05

44 Daily Attendance Report

Attendance Details for Date (Sysdate)

This Report will show selected employee Current date all Punches (manual, machine, Deleted Punches).





SmartI

Daily Attendance Report

Date: 18/12/2014

Sr No.	Emp Code	Employee Name	Department	Time
1	Z30	geeta	Default	09:30,15:17,18:31

45 Show All Punches:

This Report give option TO display Punches as Machine, Manual, Deleted, All for selected Date range and selected Employee.

Steps to generate Report:

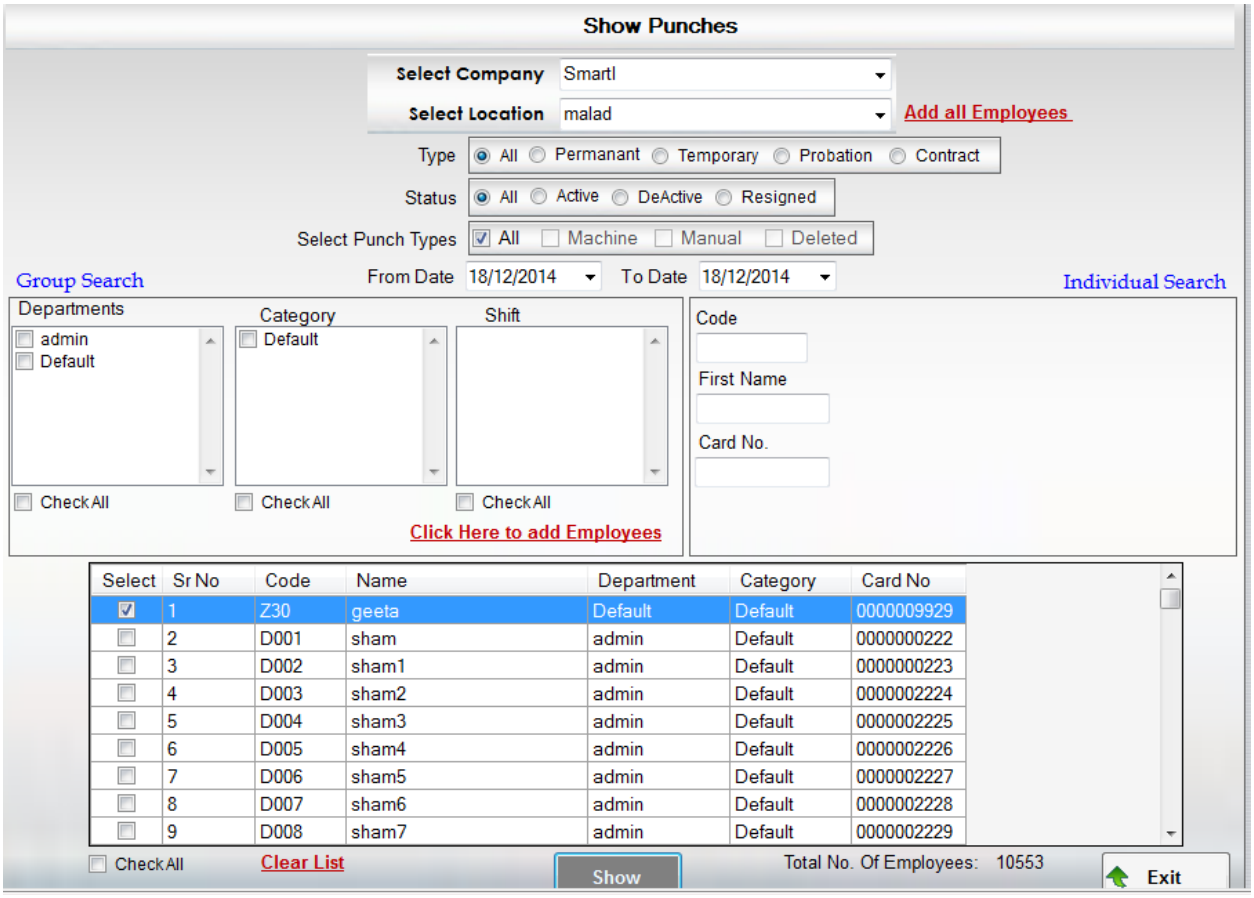
1.You need to select the Company and Location for whose employees to generate report.

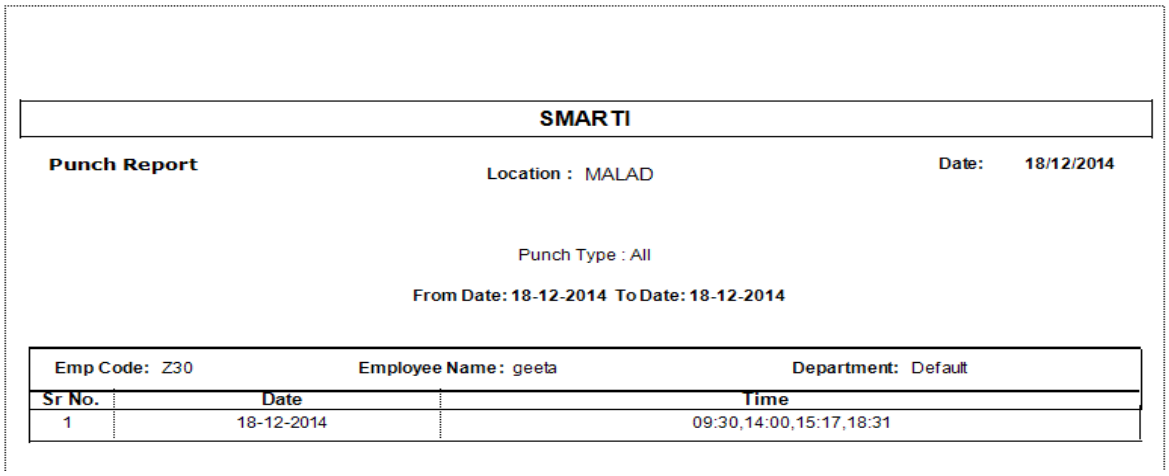
2. Select all the required filter criteria like Punches type, Date Range

3. You can select employee list directly

4. Select all the required employees. User can directly select all employees with "Check All" checkbox provided below every list.

5. Click on "View" to generate the report





SMARTI

Punch Report Location : MALAD Date: 18/12/2014

Punch Type : All

From Date: 18-12-2014 To Date: 18-12-2014

Emp Code: Z30 Employee Name: geeta Department: Default

Sr No.	Date	Time
1	18-12-2014	09:30,14:00,15:17,18:31

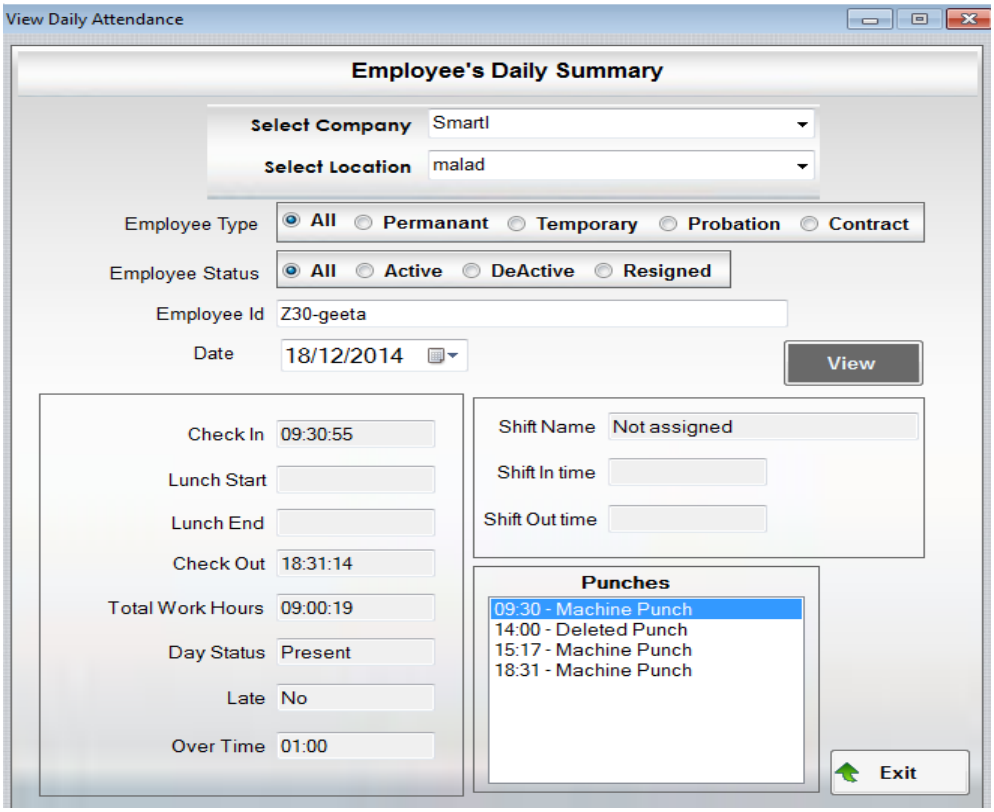
46 Employee Daily Summary

This Report will give Selected Employee Daily Punches Detail.

Steps to generate Report:

1.You need to select the Company and Location for whose employees to generate report.

2. Select all the required filter criteria like Employee type, Employee Status, Employee ID, Date Range.
4. Click on "View"

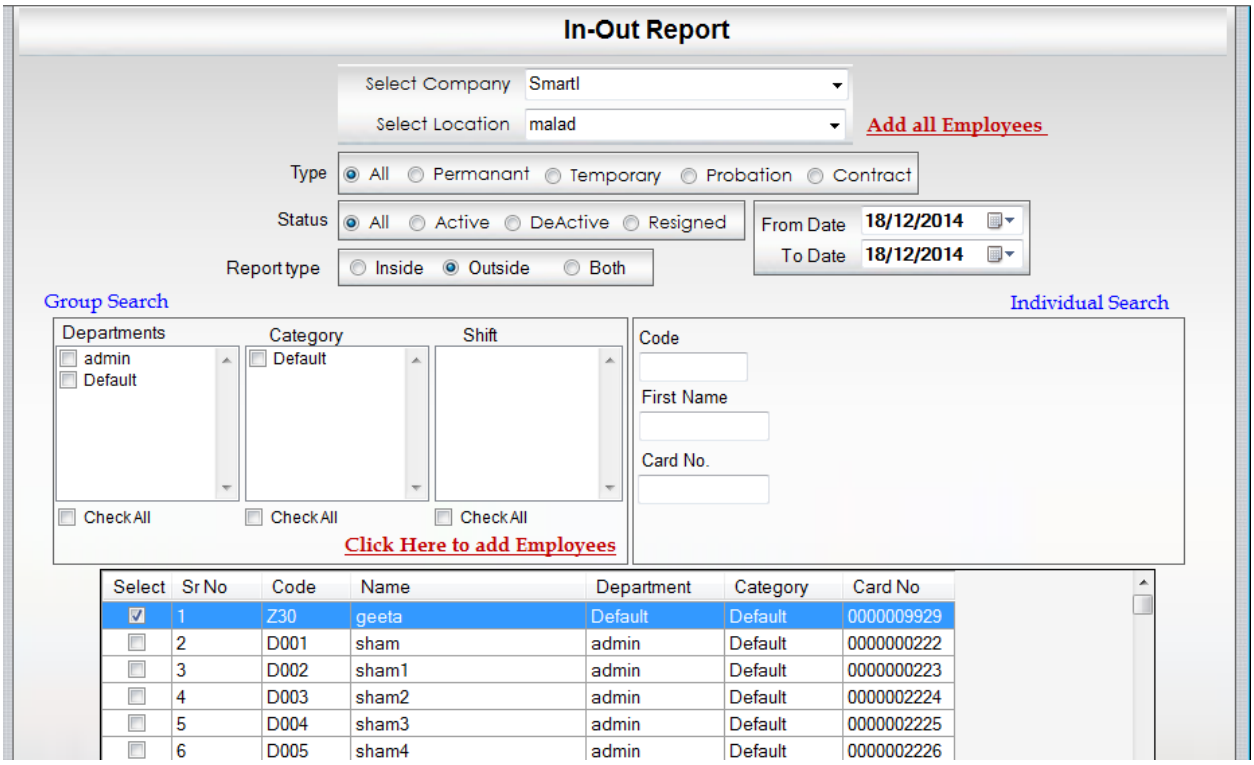


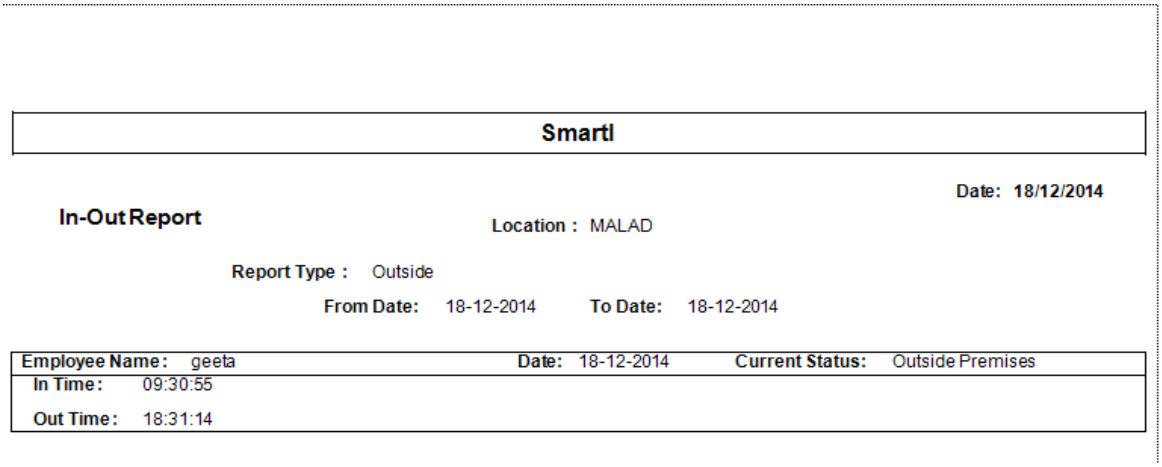
47 IN OUT report:

This Report will show Punches of selected Employee with Report Type In and Out Premises or Both.

Steps to generate Report:

1.You need to select the Company and Location for whose employees to generate report.
2. Select all the required filter criteria like Employee type, Employee Status, Report Type Date Range.
4. Click on "View"





48 Tour Report

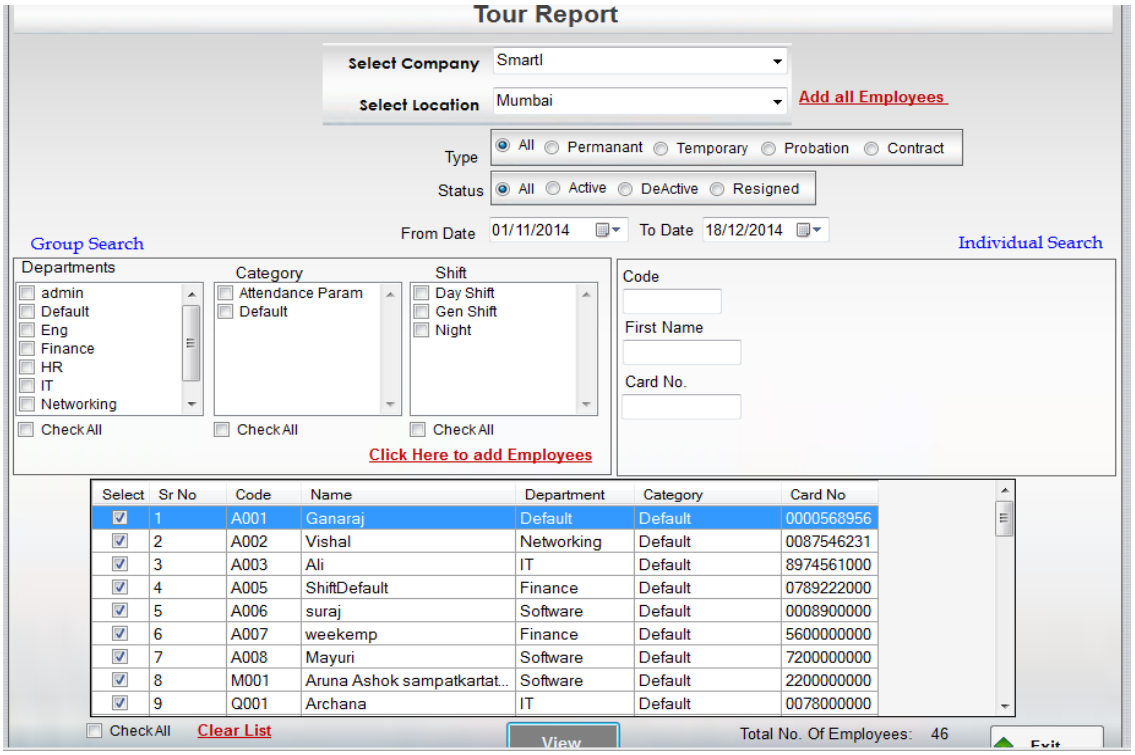
This Report will show Date wise Tour Record

Steps to generate Report:

1.You need to select the Company and Location for whose employees to generate report.

2. Select all the required filter criteria like Employee type, Employee Status, Report Type Date Range.

4. Click on "View"



SMARTI

TourReport

Date : 18/12/2014

From Date : 01-11-2014 **To Date :** 18-12-2014

Sr No. 1 **Emp Code:** A001 **Employee Name:** Ganaraj

From Date	To Date	No. Of Days	Mode	Remark
11-11-2014	11-11-2014	1	Present	
05-12-2014	05-12-2014	1	Present	

Sr No. 3 **Emp Code:** A006 **Employee Name:** suraj

From Date	To Date	No. Of Days	Mode	Remark
06-11-2014	07-11-2014	2	Present	
10-11-2014	10-11-2014	1	Present	
11-11-2014	11-11-2014	1	Half Day	

Sr No. 6 **Emp Code:** T006 **Employee Name:** Tour

From Date	To Date	No. Of Days	Mode	Remark
03-11-2014	03-11-2014	1	Present	
24-11-2014	24-11-2014	1	Present	

49 Condone Report:

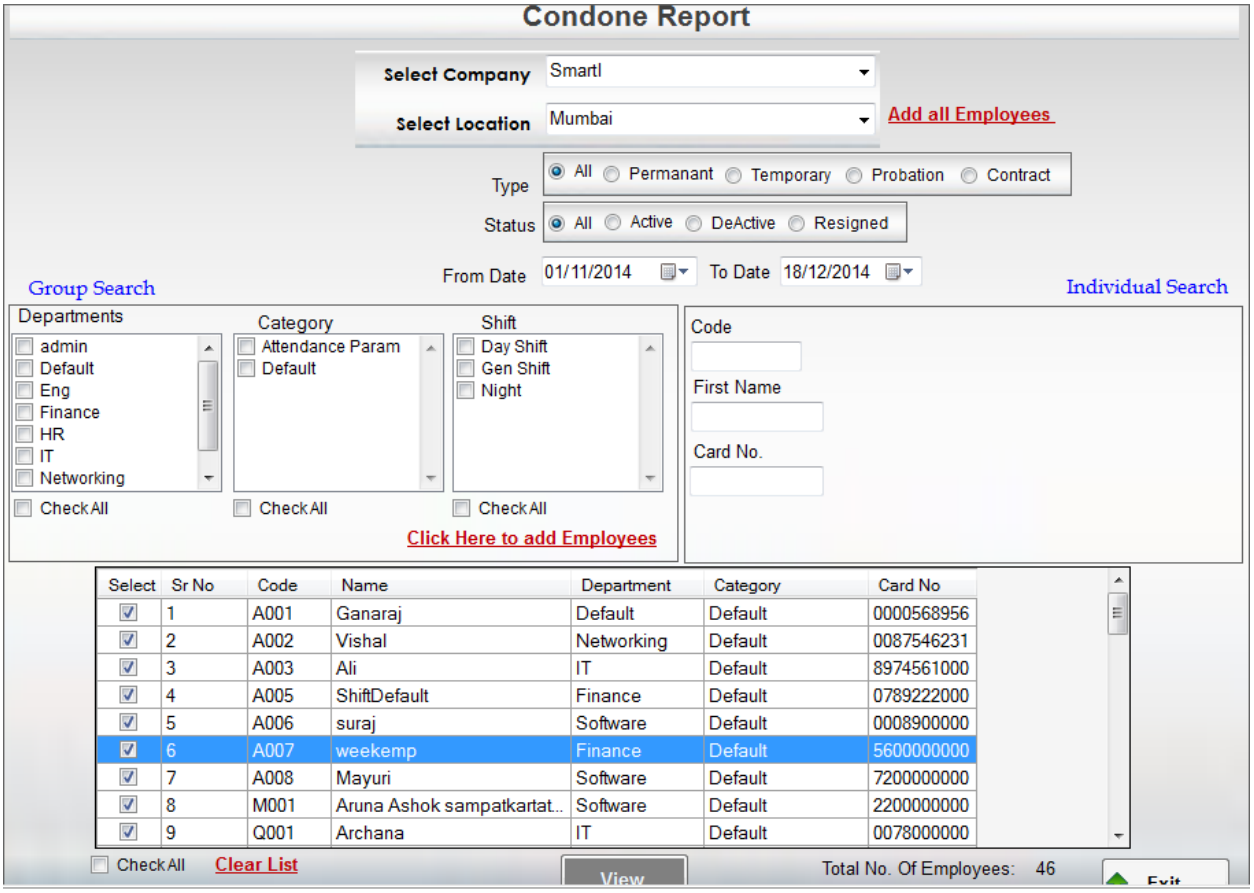
This Report will show Date wise Condone Report

Steps to generate Report:

1.You need to select the Company and Location for whose employees to generate report.

2. Select all the required filter criteria like Employee type, Employee Status, Report Type Date Range.

4. Click on "View"



SmartI

Condone Report **Date : 18/12/2014**

Location : MUMBAI

From Date :01-11-2014 **To Date :**18-12-2014

Sr No.1	Emp Code : 258	Employee Name: 258
Date	Mode	Remark
06-12-2014	Holiday	

Sr No.2	Emp Code : 4	Employee Name: dgfdsg
Date	Mode	Remark
06-12-2014	Holiday	

Sr No.3	Emp Code : 454	Employee Name: dfdf
Date	Mode	Remark
21-11-2014	Holiday	
24-11-2014	Holiday	
06-12-2014	Holiday	

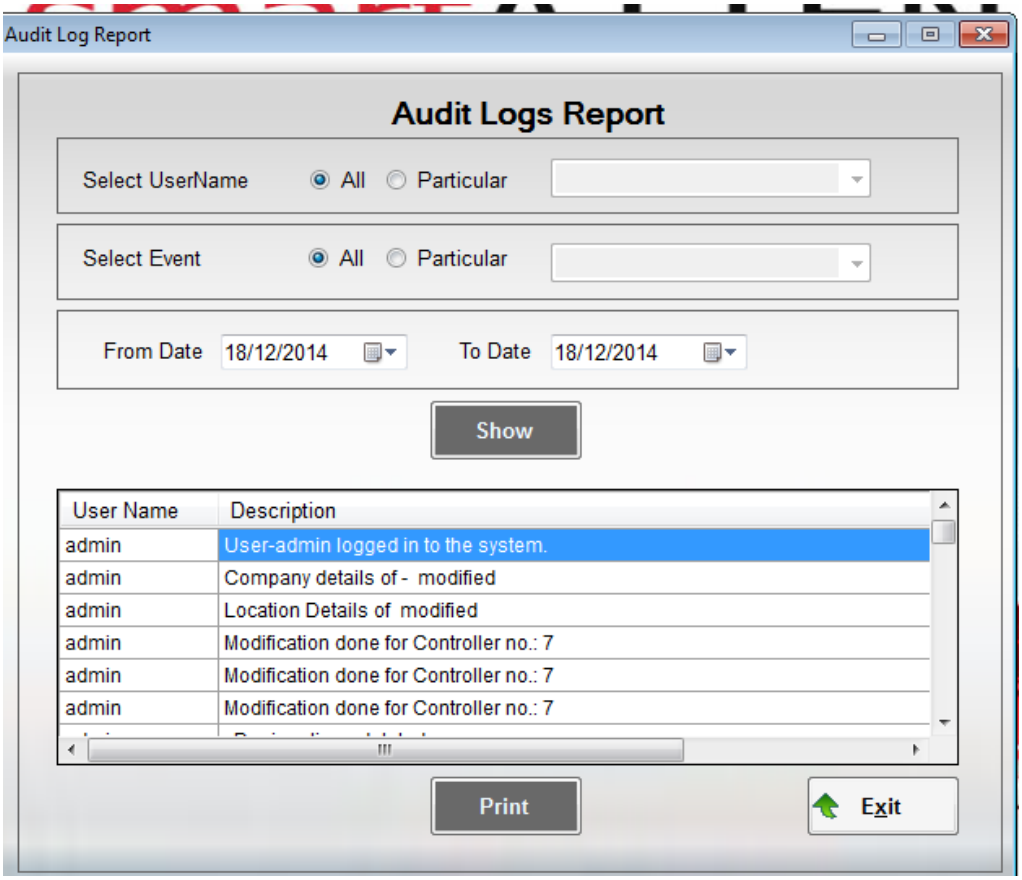
50 Audit Log Report:

Steps to generate Report:

1.You need to select the User Name and Event to generate report.

2. Select all the required filter Date Range.

4. Click on "Show" and TO Print Click on Print Button.



51 Effective Work Hour Report:

Steps to generate Report:

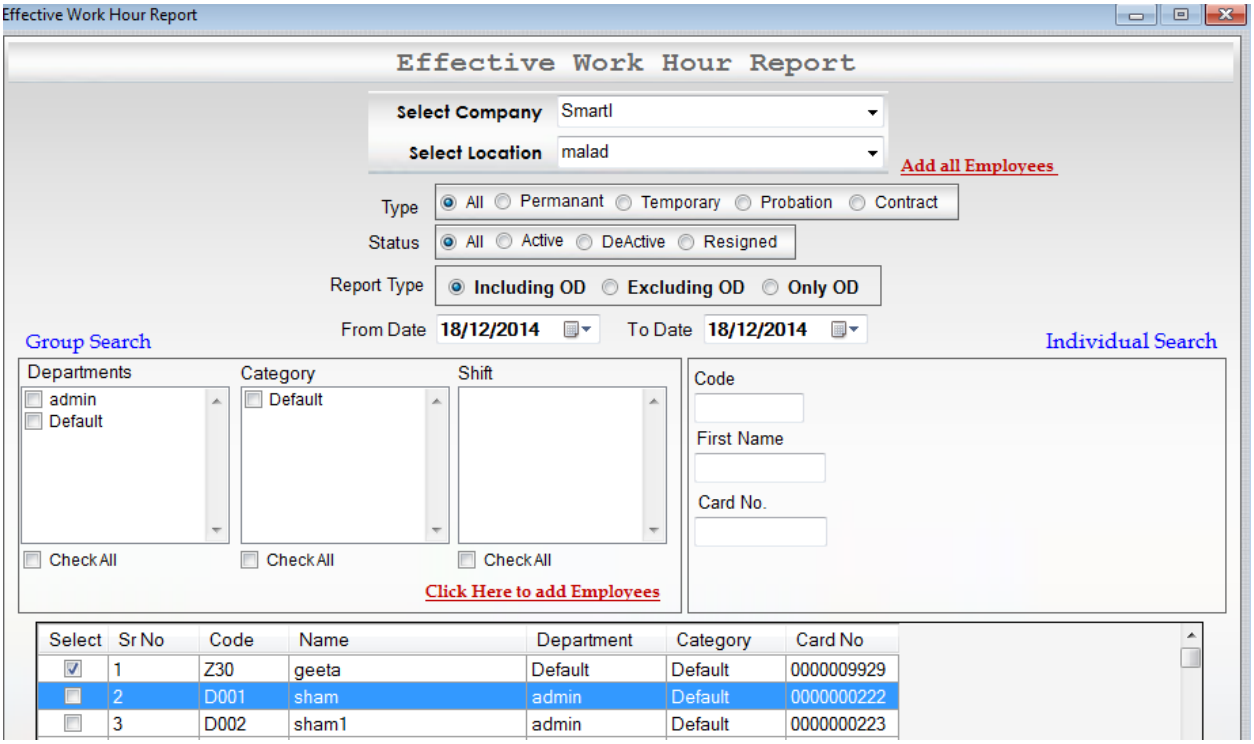
1.You need to select the Company and Location for whose employees to generate report.

2. Select all the required filter criteria like Employee type, Employee Status, Report Type Date Range.

4. Click on "View"

Report Type:

Including OD, Excluding OD, Only OD



SMARTI

Effective Work Hours Including Out Door Entry **Date : 18/12/2014**

Location : MALAD

From : 18-12-2014 **To :** 18-12-2014

Code: Z30	**Name:** geeta		**Dept:** Default
18-12-2014	**In Time**	09:30:55	
	Out Time	18:31:14	
	Sub Total	09:00:19	**Work Hours:** 09:00:19
			Total Work Hours: 09:00:19

52 Department Summary Report:

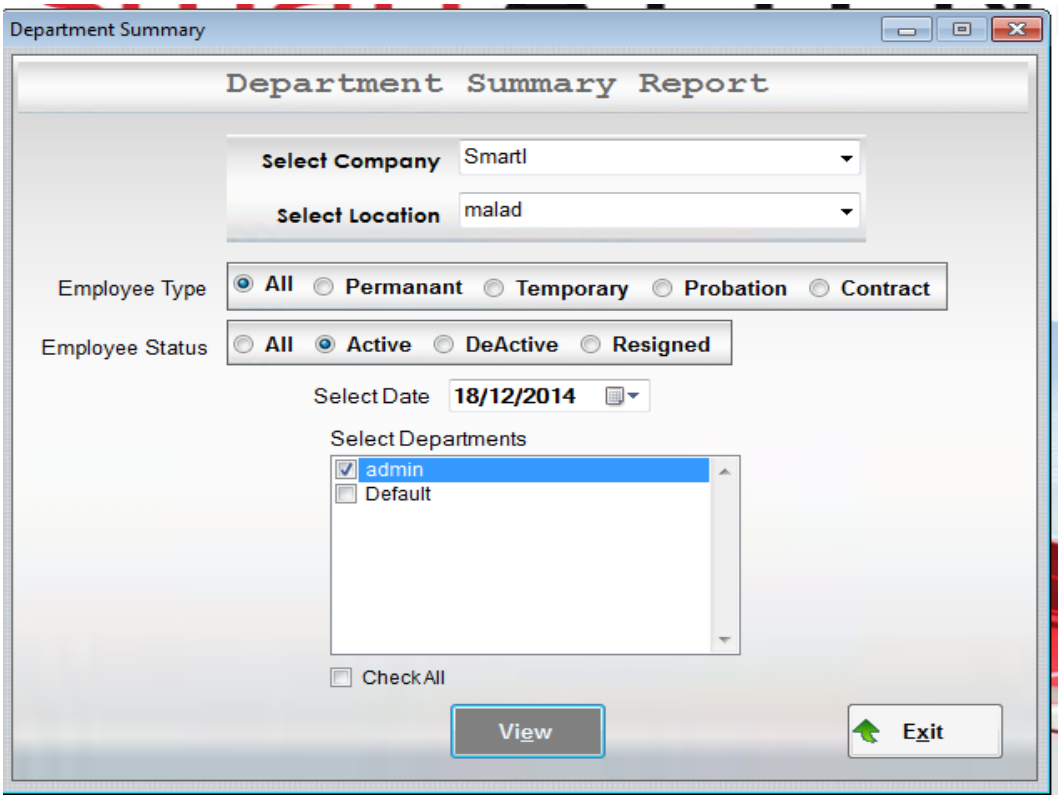
This Report shows Department wise Attendance Summary for selected Date

Steps to generate Report:

1.You need to select the Company and Location for whose employees to generate report.

2. Select all the required filter criteria like Employee type, Employee Status, Date, select Department.

4. Click on "View"



SMARTI

Department Summary Report **Location :** malad **Date :** 18/12/2014

Department : admin

Date	Present	Absent	On Leave	Weekly Off	Total Employees
18-12-2014	0	2	0	0	2

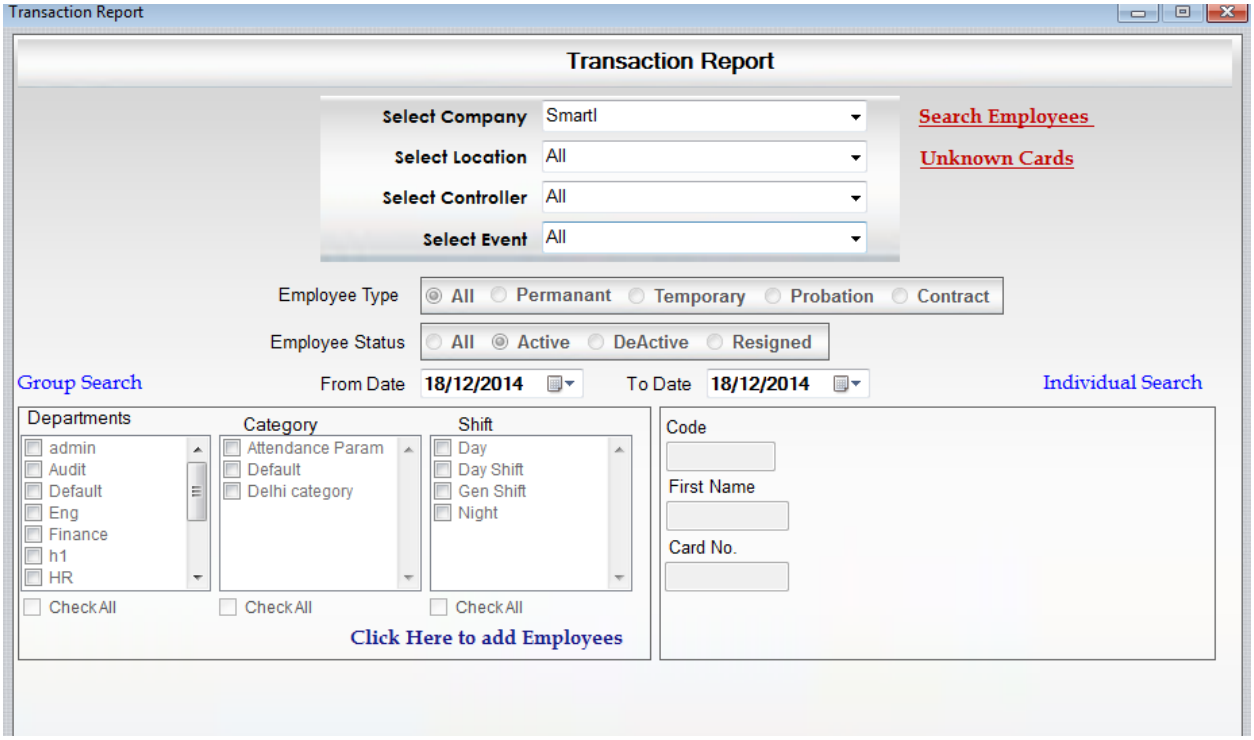
53 Transaction Report:

Steps to generate Report:

1.You need to select the Company and Location for whose employees to generate report.

2. Select all the required filter criteria like Employee type, Employee Status, Date, select Event.

4. Click on "View"

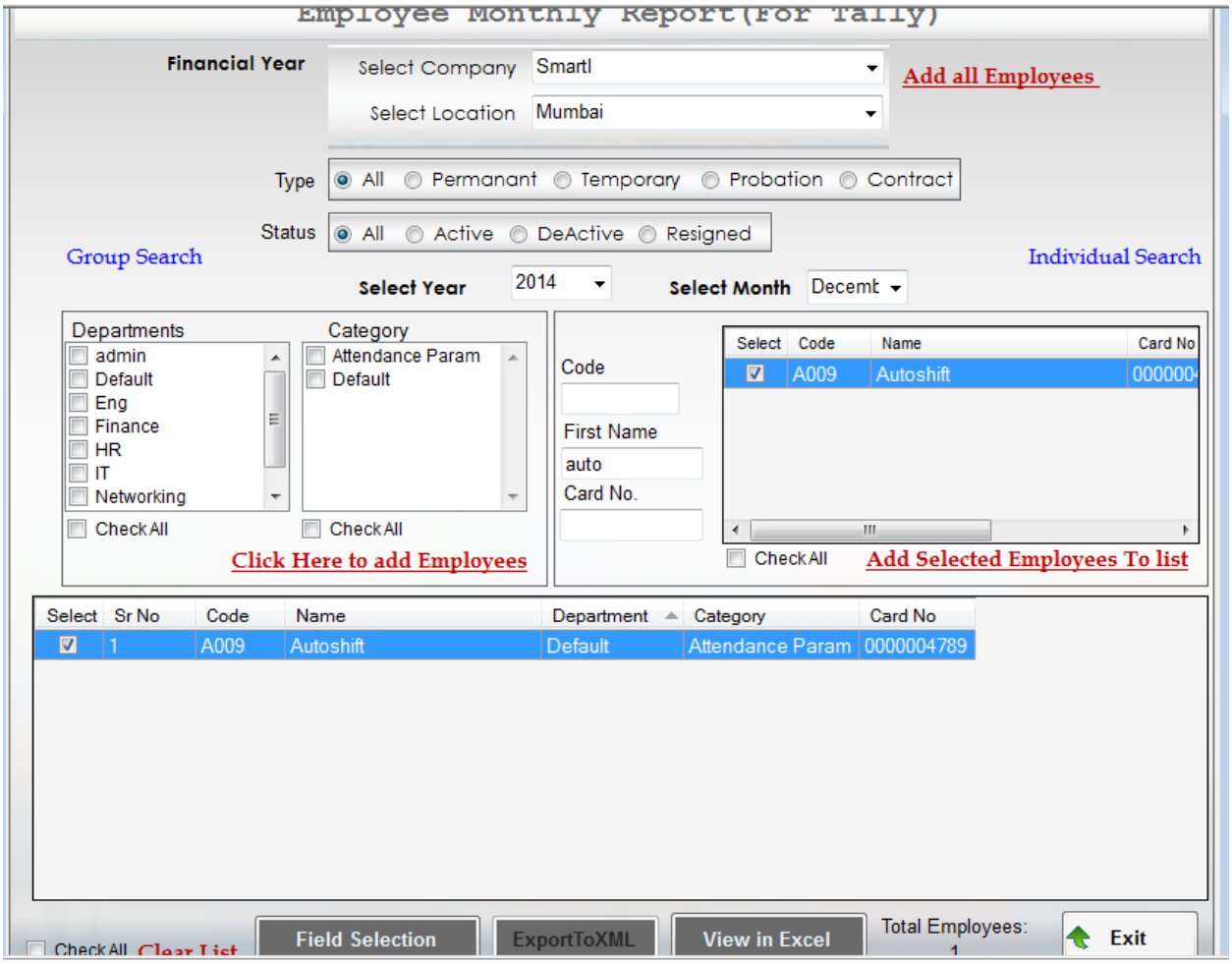


Transaction Report

Date : 18-12-2014

Date	Time	Code	Card Number	Name	Controller Name	Access Status
18 Dec 2014	09:30:55	Z30	0000009929	geeta	malad cont2	Access Granted
18 Dec 2014	09:31:01		0000000000		malad cont2	Door Closed
18 Dec 2014	11:15:11		0000000000		malad cont2	System Reset
18 Dec 2014	11:16:00		0000011111		malad cont2	Admin User Login
18 Dec 2014	11:17:50		0000000000		malad cont2	System Reset
18 Dec 2014	11:18:20		0000011111		malad cont2	Admin User Login
18 Dec 2014	11:19:04		0000011111		malad cont2	Admin User Login
18 Dec 2014	11:19:26		0000000000		malad cont2	System Reset
18 Dec 2014	11:19:49		0000011111		malad cont2	Admin User Login
18 Dec 2014	11:20:15		0000000000		malad cont2	System Reset
18 Dec 2014	11:20:54		0000011111		malad cont2	Admin User Login

54 Tally report



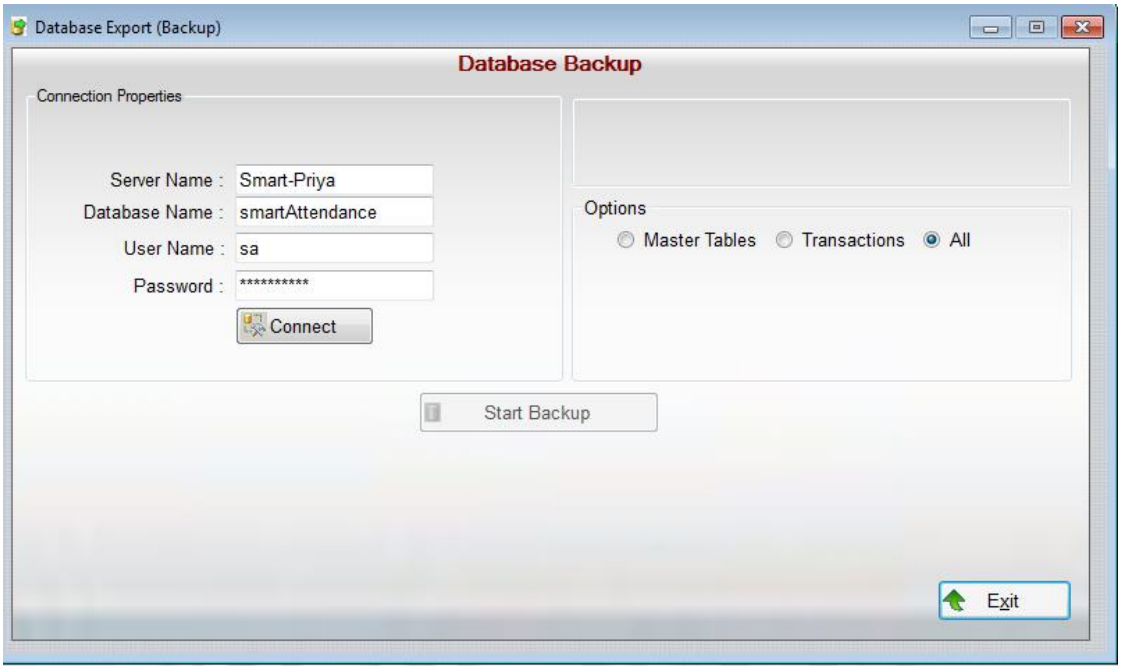
This Report will give month wise Attendance Detail

TallyAttendance.xlsx

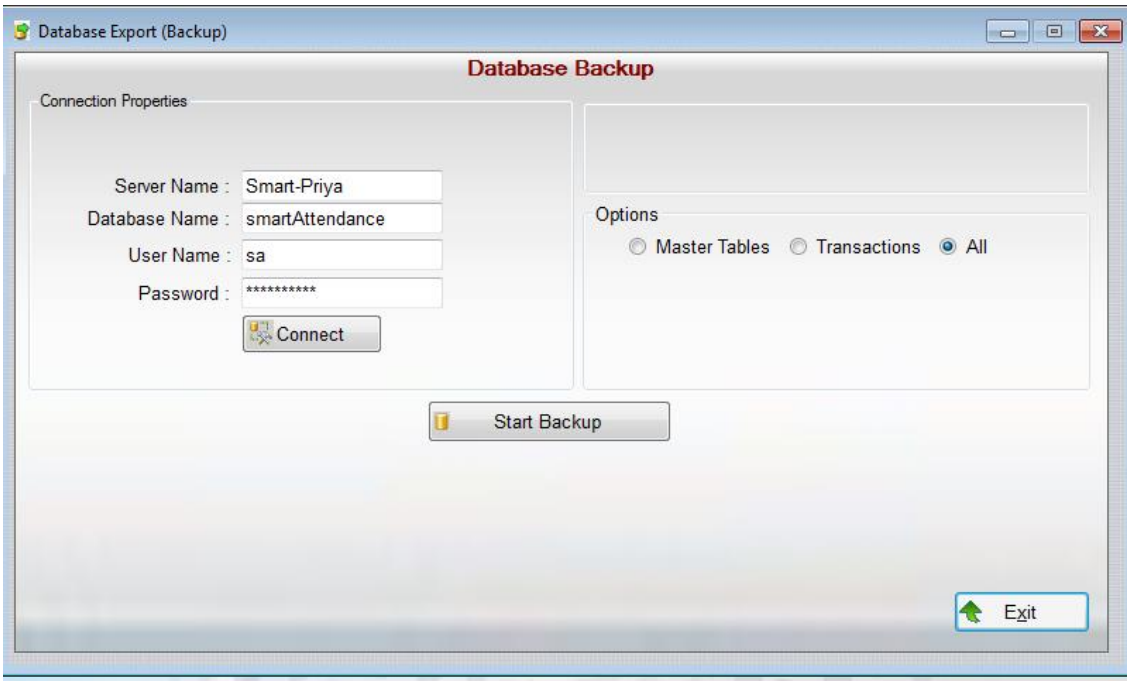
55 T. Backup

- ***SQL Backup and Restore***

Enter Database password click on Check Button

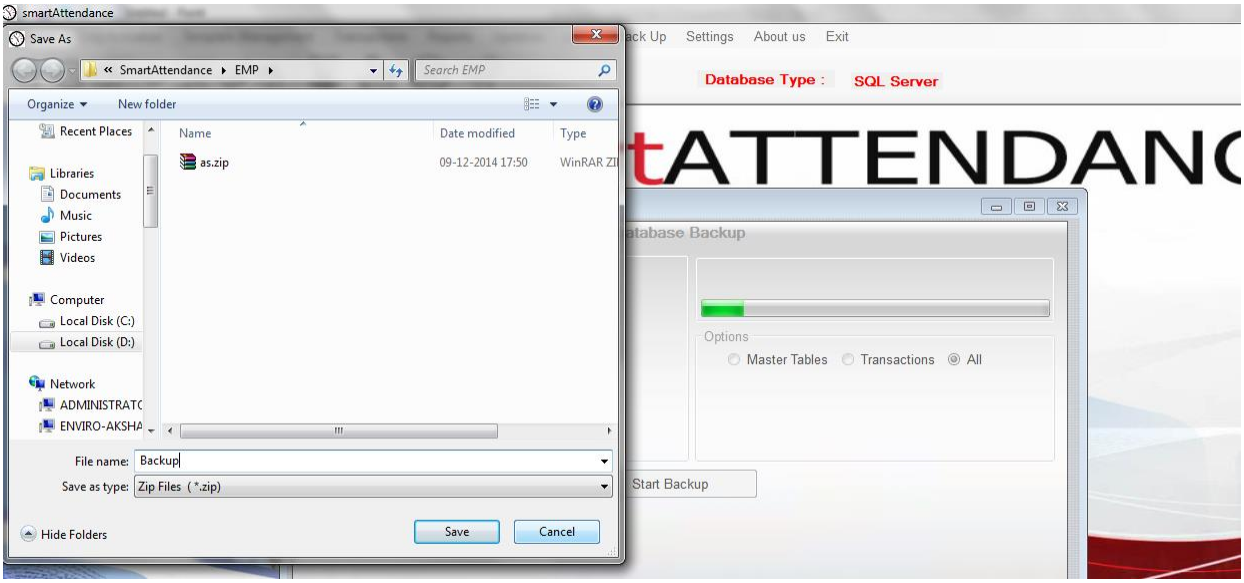


Click on Connect

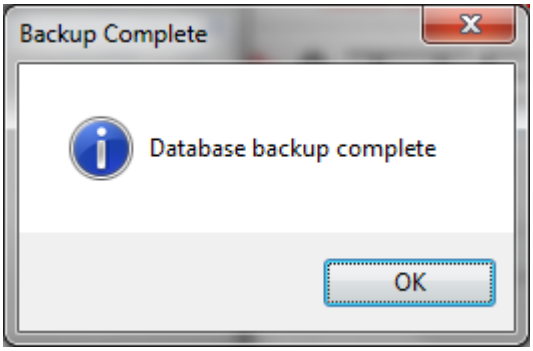


To take backup system will ask for 3 option as Master Tables, Transactions, All

To start backup click on Start Backup

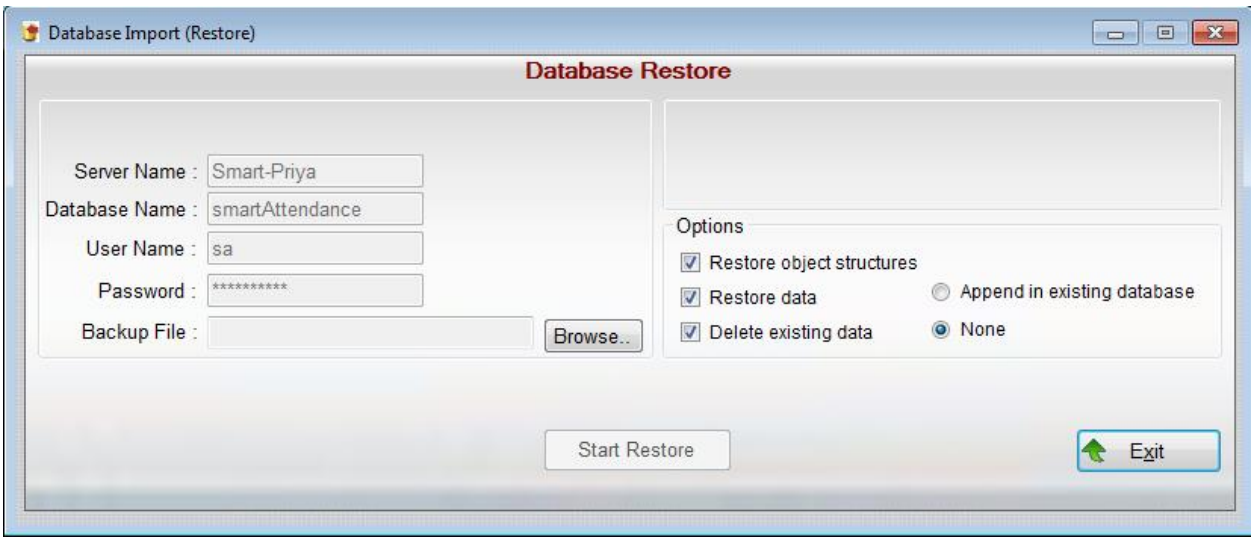


System will ask to save backup file, once the data will get Export from Software system will give alert as:

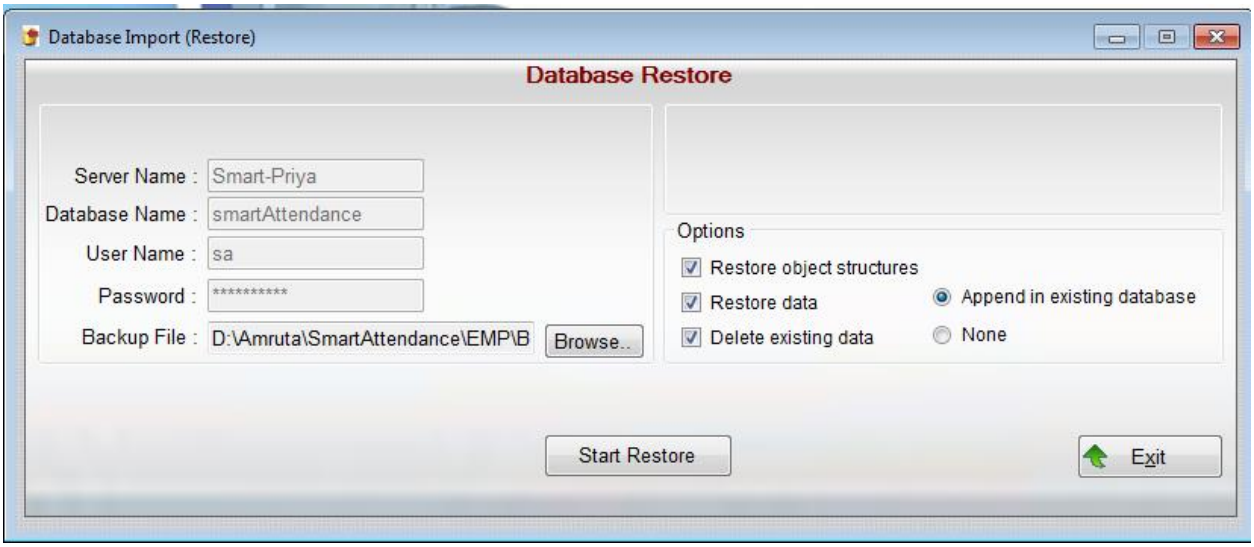


Restore Database

Enter Database password click on Check Button

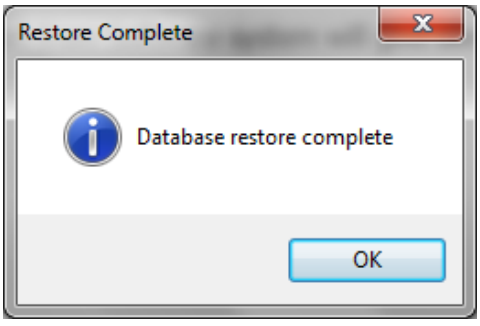


Now Browser button Click select Backup File to Restore



Click on Start Restore Button

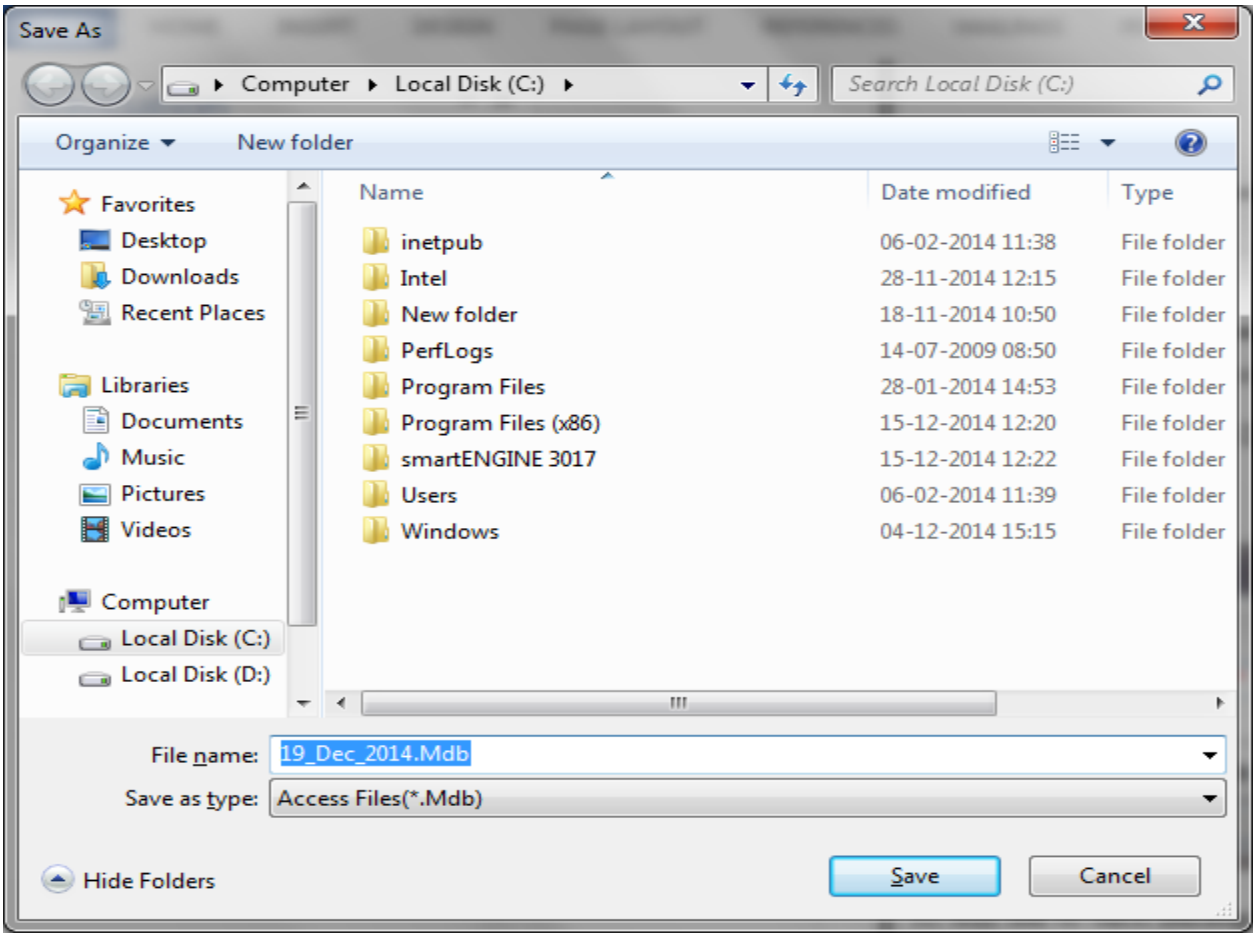
Once the data will get Export from Software system will give alert as:



- ***Database Backup with Access Database***

Select Backup -> Backup Database ->Enter Password

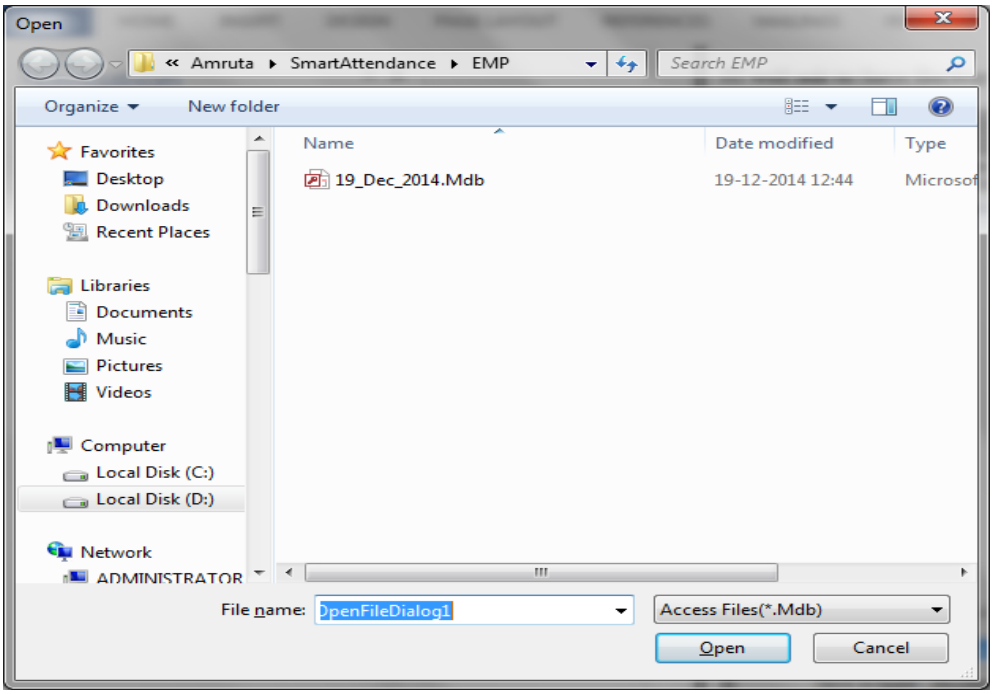
IT will ask to Save Backup File -> With Todays date.Mbd File Extension



Backup Restore

Select Backup -> Restore Database ->Enter Password

System will ask to Open Backup File -> With Todays date.Mbd File Extension



On selecting this backup file this message box is coming